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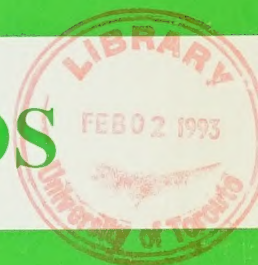
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Government
Publications

1993/1994

DIRECTORY OF RECORDS



Provincial Ministries and Agencies



Freedom
of Information

— and —

Protection
of Individual
Privacy



Ontario

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DIRECTORY OF RECORDS

**FREEDOM OF INFORMATION
AND
PROTECTION OF INDIVIDUAL
PRIVACY**

1993/1994

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DIRECTORY
OF
RECORDS

This publication is produced every 2 years.

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FOREWORD

Ontario's **Freedom of Information and Protection of Privacy Act** gives individuals a legal right of access to information held by Ontario government ministries and agencies. A list of the institutions covered by this Act as well as the institutions covered by the **Municipal Freedom of Information and Protection of Privacy Act** may be found in a publication called **The Directory of Institutions**.

The **Directory of Records** is issued in English and French to assist individuals in locating general records and personal information maintained by institutions covered by the **Freedom of Information and Protection of Privacy Act**.

The directory describes the organization, mandate, types of records maintained by these institutions as well as the telephone number and address of the institution's Freedom of Information and Privacy Coordinator.

INFORMATION AVAILABLE

General Records

Under the **Freedom of Information and Protection of Privacy Act**, individuals may request any record of information in any form including a letter, report, computer tape, microfilm, videotape or sound recording.

Certain information may be withheld under one of the specific exemptions outlined in the Act. These exemptions include:

- cabinet records;
- records containing certain law enforcement information;
- records that could prejudice intergovernmental relations;
- personal information that could invade the privacy of an individual;
- certain records supplied in confidence by a third party.

A record must be disclosed to a requester unless it falls within one of the exemptions.

Personal Information

Government ministries and agencies collect personal information from and about individuals in the course of their operations. This information covers a wide range of subjects and is used to administer programs and activities.

The **Freedom of Information and Protection of Privacy Act** gives individuals a right of access to their personal information subject to certain specific exceptions. At the same time, the Act safeguards an individual's privacy by protecting this information from unauthorized disclosure to others.

Individuals who are given access to their personal information also have the right to request correction of that information if they believe it to be inaccurate.

For further information about the Act or the directory write to:

Management Board Secretariat
Freedom of Information and Privacy Branch
18th Floor, 56 Wellesley Street West
Toronto, Ontario
M7A 1Z6

Telephone: (416) 327-2187
Fax: (416) 327-2190

I. INTRODUCTION

I. INTRODUCTION

HOW TO USE THE DIRECTORY

Locating the Information

This directory is arranged alphabetically with a chapter for each institution covered by the Act. Where the institution is an Ontario government ministry, the chapter includes an alphabetical listing of its affiliated agencies (e.g., the Ontario Heritage Foundation and the Ontario Science Centre of the Ministry of Culture and Communications).

A subject index is provided at the back of this publication. The alphabetical subject index allows the user to locate general records or personal information banks by looking up the subject matter to which it relates.

Each chapter in the directory contains the following information:

Name - the full title of the institution;

Head - the title, business address and telephone number of the minister or head of the institution;

Access - the title, address and telephone number of a contact person in the institution

- the location of a reading room for the review of manuals and other information.

Mandate - the goal or purpose of the institution;

Organization - a description of the organizational structure;

Divisions - a description of each major organizational unit or program area within the institution

- a description of the records used to support each division's programs and an alphabetical listing of the general classes or types of records maintained

- an alphabetical listing of the manuals issued to employees to support the operation of the division
- a description of the personal information used to support each division's programs and an alphabetical listing of the personal information banks maintained;

Affiliated Agencies - a description of the agencies closely associated with each ministry
- a description and alphabetical listing of the general records and manuals maintained by each affiliated agency
- a description and alphabetical listing of the personal information banks and public records held by each affiliated agency;

Public Records of Personal Information - a description of any public records maintained and an alphabetical listing of such records;

Manuals

Institutions are required by the Act to make certain manuals available to the public in a reading room or other designated office. This requirement applies to manuals, directives and guidelines that contain information about programs or enactments and are used to make decisions that affect the public. The location of a reading room can be found at the back of each institution chapter under the heading "Access".

The manuals issued by each institution are listed in the directory. Where the number of manuals is extremely large, the listing may contain subject categories rather than individual titles. A more detailed inventory can be obtained by contacting the Freedom of Information and Privacy Coordinator in the appropriate institution.

Personal Information Banks

The Act defines **personal information** as any recorded information about an identifiable individual. A **personal information bank** is a collection of personal information that is organized and can be retrieved by an individual's name or some other personal identifier.

Introduction

The directory provides the following information for each personal information bank maintained by an institution:

Title - the full title of the personal information bank;

Location - the name of the division, agency or program which the bank supports;

Legal Authority - the statute, regulation or Order in Council which provides legal authority for the establishment of the bank;

Information Maintained - the categories of personal information in the bank (e.g., name, age, financial information);

Uses - the principal purpose(s) for which the information issued;

Users - the individuals or organizations which have access to the information or to whom the information is disclosed;

Individuals in Bank - the individuals about whom the information is maintained;

Retention and Disposal - how long the information is kept and if it is destroyed or transferred to the Archives of Ontario;

For information concerning storage, retrievability, access controls and the official responsible for the personal information bank, contact the Freedom of Information and Privacy Coordinator listed under "Access" at the end of each institution's chapter.

Public Records of Personal Information

Certain collections of records which contain personal information are public records. Land registration records are an example of this type of collection. Information contained in public records is accessible to all members of the public on an equal basis. In some cases, a user fee may be charged.

These collections are included in the institution chapters under the heading "Public Records". The following information is provided for each collection:

- the title of the collection;
- a description of the collection including its purpose and how it is maintained.

REQUESTING GOVERNMENT INFORMATION

In most cases, it is not necessary to apply under the **Freedom of Information and Protection of Privacy Act** to obtain access to ministry or agency records. Requests for information can be made by calling, writing or visiting the appropriate institution office.

When information is not available through the normal business channels, a request can be made under the Act. Each institution has an assigned Freedom of Information and Protection of Privacy Coordinator. To contact an institution's Coordinator, refer to the section entitled "Access" at the beginning of each institution's chapter.

Making a Request Under the Act

The following types of requests can be made under the Act:

- access to general records
- access to personal information
- correction of personal information;

A request can be made by either using the form (where available) or by writing a letter to the institution outlining the information being sought (see samples on pages 11 and 12).

Copies of the request form are available from the Freedom of Information and Privacy Coordinators of institutions covered by the Act or from local public libraries.

If you are writing a letter, indicate that you are making the request under the **Freedom of Information and Protection of Privacy Act**.

Identify as clearly as possible what information is being sought. Being specific may speed up the processing of your request.

If you are not in a position to identify the specific records you are seeking, refer to this directory (see section "How To Use The Directory" for guidance) or, alternately, contact the coordinator of any institution who can advise you on how to proceed.

The completed request form/letter should be forwarded to the institution most likely to have the information. The correct mailing address can be found at the beginning of each chapter in this directory under "Access."

In general, a request must be processed within thirty calendar days. This means that the institution must either provide access to the requested information or notify the individual that the information is exempt under the specific provisions of the Act.

An institution may seek a time extension in accordance with conditions set out in the Act. If an institution requires a time extension, the requester must be notified.

Access by Disabled Persons

For Print Handicapped Persons

Print handicapped persons should contact the appropriate Freedom of Information and Privacy Coordinator by telephone to discuss alternate means of making a request if they are unable to complete a request form or write a letter.

For Hearing Impaired Persons

Where a telecommunication device for the deaf (TDD) service is available to an institution, the number will be shown at the end of the institution's chapter under the heading "Access". Where institutions do not have a TDD service, individuals can use the Bell Relay Service to place calls. Information on this service can be found in local public telephone directories.

For Wheelchair Users

Where an institution's reading room is physically accessible, the international wheelchair accessibility symbol is shown at the end of the institution's chapter under "Access".

In general, when making a request, visiting an institution's reading room or examining personal information, a disabled person may be accompanied by a proxy or may have a proxy act for him/her. If a proxy acts alone, proof of consent by the disabled person to be represented is required.

HOW TO APPEAL A DECISION

An individual may appeal a decision made by an institution where:

- the institution denied access to some or all of the information requested;
- the institution extended the time for processing a request beyond 30 days;
- the institution refused to make a correction to personal information; or
- the individual does not agree with the amount of the fee being charged.

In addition, third parties whose rights are affected by an institution's decision to release information may also appeal.

Appeals must be made in writing within 30 days of receiving a decision from a government institution. It is not legally necessary for the letter to contain reasons, however appellants are encouraged to state the basis for their appeals. Letters of appeal should state:

- the name of the institution which made the decision;
- the decision (or part of the decision) being appealed; and
- the date and/or file number the government institution has assigned to the request.

Introduction

Copies of the appellant's original request and the institution's decision letter should be attached, if available.

Appeals should be directed to:

Information and Privacy Commissioner/Ontario
17th floor, 80 Bloor Street West
Toronto, Ontario
M5S 2V1
Telephone: (416) 326-3333
Toll free: 1-800-387-0073
Fax: (416) 325-9195

Copies of the Act can be purchased from:

Publications Ontario
5th Floor, 880 Bay Street
Toronto, Ontario M7A 1N8

SAMPLES

October 30, 1992

123 Main Street
Anywhere, Ontario
A1A 2A2
Telephone: 555-1111

Information and Privacy Coordinator
Ministry of Consumer and Commercial Relations
6th Floor, 10 Wellesley Street East
Toronto, Ontario
M7A 2H8

**Subject: Request under the Freedom of Information and Protection
of Privacy Act**

Dear Sir\Madam:

In April of 1992, I submitted an application for the registration of a travel agency - New Directions Travel Agency.

Under the Freedom of Information and Protection of Privacy Act, I am requesting the following:

A copy of the file associated with my application, particularly any information related to my employment history and financial status.

I look forward to hearing from you.

Sincerely,

A handwritten signature in dark ink, appearing to read "P. Scarborough". The signature is fluid and cursive, with a large loop at the end.

Pamela Scarborough

Access/Correction Request Freedom of Information and Protection of Privacy

Request for: <input type="checkbox"/> Access to General Records <input checked="" type="checkbox"/> Access to Own Personal Information <input type="checkbox"/> Correction of Own Personal Information	Name of institution request made to: Ministry of Consumer and Commercial Relations
--	--

If request is for access to, or correction of, own personal information records:

Last name appearing on records: ☒ same as below or

Details			
Last Name Scarborough	First Name Pamela	Middle Name 	<input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input checked="" type="checkbox"/> Ms. <input type="checkbox"/> Miss
Address (Street/Apt. No./P.O. Box No./B.R. No.) 123 Main Street		City or Town Anywhere	Province Ontario
Postal Code 	Telephone Number(s) Day 1416 1555-1111	Area Code 	Evening

Detailed description of requested records, personal information records or personal information to be corrected. (If you are requesting access to, or correction of, your personal information, please identify the personal information bank or record containing the personal information, if known)

In April of 1992, I submitted an application for the registration of a travel agency - **New Directions Travel Agency** -

I would like a copy of the file associated with this application particularly any information related to my employment history and financial status.

Note: If you are requesting a correction of personal information, please indicate the desired correction and, if appropriate, attach any supporting documentation. You will be notified if the correction is not made and you may require that a statement of disagreement be attached to your personal information.

Preferred method of access to records <input type="checkbox"/> Examine Original <input checked="" type="checkbox"/> Receive Copy	Signature 	Date Day Month Year 30 10 92
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For Institution Use Only			
Date received Day Month Year <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	Request Number <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	Comments <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	

Personal information contained on this form is collected pursuant to Freedom of Information and Protection of Privacy legislation and will be used for the purpose of responding to your request. Questions about this collection should be directed to the Freedom of Information and Privacy Coordinator at the Institution where the request is made.

II. COMMON RECORDS

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GENERAL ADMINISTRATION RECORDS

Certain types or classes of records are common to most institutions. These records contain information about general administration and operational support functions such as personnel, finance, purchasing, audit and property management. To avoid repetition, these common classes of records are described in this chapter. Where applicable, there will be a reference to this listing in an institution's chapter. Common administration records include:

- Administrative support records, including statistics, agendas and minutes of meetings, general inquiries, administrative procedures, library services, records management, data systems development and management, travel and transportation, property management, building and accommodation services, mail and messenger services;
- Cabinet submissions, Management Board submissions, Orders in Council, draft legislation, briefing notes, and general correspondence;
- Communications records, including speeches, ministers' statements, news releases, promotional and educational publications, audiovisual and film packages, advertising plans and records, public opinion polls, annual reports, visual identity records, issues and background summaries;
- Financial records including, financial systems and comptrollership, estimates, budgets, invoices, purchase orders, expenditure statements, allowances and expenses, assets management, and inventory management;
- Human resources management records, including human resources allocation, organization charts, job specifications, pension, benefits and insurance;
- Legal records, including statutes and regulations, research and opinions, correspondence, contracts and agreements;

- Planning and management records, including strategic and operational plans, work programs, accountability reports, audit and efficiency reports, consulting reports, policies, directives and guidelines.

Operational Records Common to Colleges of Applied Arts and Technology

In addition to general administration records which are common to most institutions, there are certain classes of operational records common to most community colleges. These records document the planning, development and delivery of college programs. As with the general administration records described above, these common operational records have been listed in this chapter to avoid repetition. A reference to these common records, however, can be found, where applicable, in each community college chapter.

Operational records common to most community colleges include:

- Board of Governors records, including minutes of the board and committees, bylaws, and policies;
- Corporate planning, management, and development records, including College Council functions, capital funding requests and approvals, capital project files, institutional research and market analyses, operational review reports, Ontario College Information System reports on plant, property, finance, staff and students, and fundraising activities;
- Records relating to the development and delivery of academic programs, including academic program sponsoring agencies, academic program submissions and approval files, program advisory committee records, program and course files, program accreditation and evaluation records, and examinations and assessment instruments;

- Records relating to government-sponsored programs and government relations, including annual reports to the Minister of Colleges and Universities, government relations and negotiations, Innovation Centre project files, FUTURES program files, Ontario Skills Development program files, Ontario Basic Skills program files, Canada Employment and Immigration Commission/Apprenticeship and other sponsored- program records, and business and industry training records;
- Enrolment and registration records, including registration policy, operations and statistics, enrolment audits, tuition and fee records, and transcript requisitions;
- Student services records, including financial aid services, housing and accommodation registries, funding and program records for scholarships and bursaries, Ontario Student Assistance Program files, special needs programs and services, athletics programs, student job requests and job placements, co-op and work term records, and graduate placement reports;
- College human resources management records, including labour/management committee minutes, position evaluation committee minutes and records (Hay and Support Staff committees), professional development program records, and health and safety inspections, audits and reports;
- Records relating to outreach programs, including international training and development projects, secondary school liaison, and community agency affiliation records;
- Records relating to ancillary services, including the operations of the bookstore, cafeteria, student newspaper, student residence, fitness facilities, day care centre, campus functions (dances, concerts, etc.).

PERSONAL INFORMATION BANKS

Certain personal information banks are common to many institutions. These banks contain information about government employees or standard programs such as pay equity and human rights administration. To avoid repetition, these common personal information banks are described in this chapter and only the titles are referenced in individual chapters.

In addition, certain personal information banks are common to most colleges of applied arts and technology. These banks have also been described in this chapter, with individual college chapters including references to the titles where appropriate.

The following are descriptions of common personal information banks. The first section describes personal information banks common to most institutions covered by the Act. The second section describes banks common to most Ontario government ministries and closely affiliated agencies. The third section describes banks common to most colleges of applied arts and technology.

Where an institution maintains a common personal information bank, only the title of the bank will be listed in the institution chapter. Individuals seeking access to these personal information banks should forward their requests to the appropriate ministry or agency. For the correct mailing addresses, refer to the "Access" heading at the end of each ministry/agency chapter.

Personal Information Banks Common to Most Institutions

Freedom of Information and Protection of Privacy Act Requests

Location: Freedom of Information and Privacy Coordinators' offices. **Legal Authority:** Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c.F.31, s.24. **Information Maintained:** Name, address, telephone number, description of information requested/to be corrected, correspondence, copies of requested records. **Uses:** Maintain a record of all requests; compile statistics. **Users:** Freedom of Information and Privacy Protection staff, liaison staff, head of institution and/or delegate.

Individuals in Bank: Individuals submitting requests under the Freedom of Information and Protection of Privacy Act. **Retention and Disposal:** Not determined.

Library Users Lists

Location: Libraries/reading rooms. **Legal Authority:** The Act establishing each institution. **Information Maintained:** Name, address, business and residence telephone numbers, ID number, agency. **Uses:** Prepare statistical reports; planning purposes; circulation records. **Users:** Library/reading room staff. **Individuals in Bank:** Users of library and/or audiovisual services. **Retention and Disposal:** Until all materials returned, then destroyed.

Ombudsman/Human Rights Commission

Location: Personnel/Human Resources Branch, Legal Services Branch and officer designated responsible for contact with these agencies. **Legal Authority:** The Ombudsman Act, R.S.O. 1990, c.O.6; Ontario Human Rights Code, R.S.O. 1990, c.H.19. **Information Maintained:** Name, address, date of birth, copy of individual's complaint, investigation and report. **Uses:** Document an individual's complaint; respond to the inquiry. **Users:** Managers, Legal Services Branch, deputy minister/chief executive officer. **Individuals in Bank:** Individuals registering a complaint under the Ombudsman Act or Human Rights Code and individuals about whom a complaint is made or who are involved in a complaint. **Retention and Disposal:** Variable.

Parking Records

Location: Physical Plant Office, Finance and/or Administrative Branch. **Legal Authority:** For provincial ministries and agencies - Public Service Act, R.S.O. 1990, c.P.47; Reg. 881, s.7(1) and s.22. For community colleges - Ministry of Colleges and Universities Act, R.S.O. 1990, c.M.19. Also the Ontario Institute for Studies in Education Act, R.S.O. 1990, c.O.22. **Information Maintained:** Name, address, telephone number, office address and telephone number, Social Insurance Number or student/staff number, room number, vehicle licence and description, physical impairments, years of public service, any other voluntarily supplied information. **Uses:** Authorization for parking. **Users:** Physical Plant administrative staff.

Individuals in Bank: Staff, students and tenants using parking facilities on a regular basis. **Retention and Disposal:** Destroyed one year after individual discontinues using facilities.

Workers' Compensation

Location: Occupational Health and Safety Section. **Legal Authority:** Workers' Compensation Act, R.S.O. 1980, c.W.11, s.22, s.23 and s.133; R.R.O. 1980, Reg. 881, s.67; Occupational Health and Safety Act, R.S.O. 1990, c.O.1, s.51 and s.52. **Information Maintained:** Name, address, telephone number, Social Insurance Number and details of the injury/accident. **Uses:** Process claims made under the Workers' Compensation Act. **Users:** Workers' Compensation Board, personnel/human resources staff, health and safety committees. **Individuals in Bank:** Ontario public servants and Crown employees submitting an accident/claim report. **Retention and Disposal:** 50 years, then transferred to archives.

Personal Information Banks Common to Most Ministries and Affiliated Agencies

Career Planning/Training

Location: Personnel/Human Resources Branch, Training Branch and/or line managers' offices. **Legal Authority:** Public Service Act, R.S.O. 1990, c.P.47, s.4(f); R.R.O. 1980, Reg. 881, s.22. **Information Maintained:** Name, employee's career and employment goals, training and development plans, nomination forms for educational programs, training certificates. **Uses:** Record employee's career objectives and participation in relevant training. **Users:** Personnel/human resources staff, training and Employment Equity staff, line managers, auditors. **Individuals in Bank:** Ontario public servants and Crown employees. **Retention and Disposal:** Employment work period; upon termination incorporated into General Employment History and Payroll Information bank.

Central Attendance Recording System (CARS)

Location: Personnel/Human Resources Branch, Finance Branch and line managers' offices. **Legal Authority:** Public Service Act, R.S.O. 1990, c.P.47; R.R.O. 1980, Reg. 881, s.7(1). **Information Maintained:** Name, record of work attendance. **Uses:** Record absences; provide statistical reporting on attendance. **Users:** Managers, personnel/human resources and

financial staff, Human Resources Secretariat, staff of Employee Benefits and Data Services Branch and Systems Branch of the Ministry of Government Services. **Individuals in Bank:** Ontario public servants and Crown employees.

Retention and Disposal: Variable up to two years, then destroyed or incorporated into General Employment History and Payroll Information bank.

Employment Application Inventory

Location: Personnel/Human Resources Branch and/or line managers' offices. **Legal Authority:** Public Service Act, R.S.O. 1990, c.P.47, s.4(c), s.6(1) and s.24; R.R.O. 1980, Reg. 881, s.2 and s.16(2). **Information Maintained:** Name, address, letters of application, resume//as. **Uses:** Identify potential candidates for job competitions. **Users:** Personnel/human resources staff, line managers. **Individuals in Bank:** Applicants for provincial government jobs. **Retention and Disposal:** One year, then destroyed.

Employment Equity Program

Location: Employment Equity Program offices. **Legal Authority:** Public Service Act, R.S.O. 1990, c.P.47; R.R.O. 1980, Reg. 881, s.22. **Information Maintained:** Name, Social Insurance Number, date of birth, job classification and title, office location, telephone number, education, employment history, career goals. **Uses:** Monitor progress of the program to establish equal opportunities for designated groups in the areas of training, promotions and career mobility. **Users:** Employment Equity staff, management and personnel/human resources staff. **Individuals in Bank:** Employees of the institution who are in groups designated under Employment Equity. **Retention and Disposal:** Employment work period, then destroyed.

General Employment History and Payroll Information

Location: Personnel/Human Resources Branch, Finance Branch and line managers' offices. **Legal Authority:** Public Service Act, R.S.O. 1990, c.P.47, s.10(2,4); R.R.O. 1980, Reg. 881, s.7(1) and s.22. **Information Maintained:** Name, address, work history, payroll transactions and employee benefit options. **Uses:** Record employee's work history and payroll/benefit transactions.

Users: Personnel/human resources and financial staff, managers, auditors, Human Resources Secretariat.

Individuals in Bank: Ontario public servants and Crown employees. **Retention and Disposal:** 50 years after termination, then destroyed; select files transferred to archives.

Grievances and Applications

Location: Personnel/Human Resources Branch and/or Human Resources Secretariat. **Legal Authority:** Public Service Act, R.S.O. 1990, c.P.47, s.29; R.R.O. 1980, Reg. 881, s.36 to s.57; Crown Employees Collective Bargaining Act, R.S.O. 1990, c.C.50, s.19, s.38(13) and s.39. **Information Maintained:** Name, grievance forms, notices and replies, grievance award, correspondence about the grievance, supporting documentation. **Uses:** Document the grievance process. **Users:** Personnel/human resources staff, line managers, Human Resources Secretariat. **Individuals in Bank:** Ontario public servants and Crown employees submitting formal grievances. **Retention and Disposal:** Variable after conclusion of the grievance, then destroyed.

Identity/Employee Card

Location: Finance/Administration Branch. **Legal Authority:** Public Service Act, R.S.O. 1990, c.P.27. **Information Maintained:** Name, Social Insurance Number, office, office telephone number, card number, photograph. **Uses:** Regulate access to government property. **Users:** Security staff. **Individuals in Bank:** Personnel issued an identification card. **Retention and Disposal:** Variable.

Integrated Payroll, Personnel and Employee Benefits System (IPPEBS)

Location: Personnel/Human Resources Branch, Finance Branch and line managers' offices. **Legal Authority:** Public Service Act, R.S.O. 1990, c.P.47; R.R.O. 1980, Reg. 881, s.7(1) and s.22. **Information Maintained:** Name, date of birth, education, work history, pay level and other basic employee data. **Uses:** Issue pay cheques; prepare statistical reports such as T-4s, pension contributions. **Users:** Managers, personnel/human resources and financial staff, Human Resources Secretariat, Employee Benefits and Data Services Branch and Systems Branch of the Ministry of Government Services. Select information is available to the Ontario

Public Service Employees Union, insurance companies and banks. **Individuals in Bank:** Ontario public servants and Crown employees. **Retention and Disposal:** Variable up to 50 years after termination, then destroyed; select files to archives.

Job Competitions

Location: Personnel/Human Resources Branch and/or line managers' offices. **Legal Authority:** Public Service Act, R.S.O. 1990, c.P.47, s.4(c), s.6(1) and s.24; R.R.O. 1980, Reg. 881, s.2 and s.16(2). **Information Maintained:** Name, address, application forms, job advertisement, screening and evaluation information and appointment of successful candidate. **Uses:** Document the hiring process; provide statistical data. **Users:** Personnel/human resources and Employment Equity staff, line managers, human rights officers, auditors. **Individuals in Bank:** Applicants for provincial government jobs. **Retention and Disposal:** One year, then destroyed.

Litigation Files

Location: Legal Services Branch. **Legal Authority:** Ministry of the Attorney General Act, R.S.O. 1990, c.M.17, s.5. **Information Maintained:** Name, address, telephone number, age, medical, financial, education and employment information, claims, reports, legal opinions, legal decisions, settlements. **Uses:** Provide basis for litigation for and against the institution. **Users:** Legal Services Branch staff, Crown Law Office-Civil staff, externally contracted legal advisors, institution's insurers, individuals involved in litigation. **Individuals in Bank:** Individuals involved in litigation against or with the institution. **Retention and Disposal:** Variable.

Medical Information (Personnel)

Location: Personnel/Human Resources Branch. **Legal Authority:** Public Service Act, R.S.O. 1990, c.418; R.R.O. 1980, Reg. 881, s.67(1-4), s.68(1-3), s.81(1-5), s.99(1-2); Occupational Health and Safety Act, R.S.O. 1990, c.O.1, s.51 and s.52. **Information Maintained:** Name, health records, reports and claims. **Uses:** Verify health status; authorize leaves of absence. **Users:** Personnel/human resources staff, line managers, auditors. **Individuals in Bank:** Ontario public servants and Crown employees.

Retention and Disposal: Employment work period; upon termination incorporated into General Employment History and Payroll Information bank.

Performance Management

Location: Personnel/Human Resource Branch and/or line managers' offices. **Legal Authority:** Public Service Act, R.S.O. 1990, c.P.47, s.4(f). **Information Maintained:** Name, performance contract, appraisal of work performance. **Uses:** Manage employees' performance; identify staff training needs. **Users:** Personnel/human resources staff, training and Employment Equity staff, line managers, auditors. **Individuals in Bank:** Ontario public servants and Crown employees. **Retention and Disposal:** Employment work period; upon termination incorporated into General Employment History and Payroll Information bank.

Travel/Expense Accounts

Location: Financial Services Section. **Legal Authority:** Public Service Act, R.S.O. 1990, c.P.418. **Information Maintained:** Name, Social Insurance Number, work mailing address, advance account, date of last expense account. **Uses:** Record advance account and expenditure totals. **Users:** Accounts Section staff. **Individuals in Bank:** Ontario Public Servants and Crown employees. **Retention and Disposal:** Until fiscal year-end when an employee's advance account is balanced, then destroyed.

Workplace Discrimination and Harassment Prevention-Advisor Files

Location: Offices of individual Workplace Discriminating and Harassment Prevention Advisors. **Legal Authority:** Workplace and Discrimination and Harassment Directive. **Information Maintained:** Counselling report #1375, Advisor's summary report #1365. **Uses:** Documentation of advisory sessions with employees re the Workplace Discrimination and Harassment Prevention policy. **Users:** Advisor (reports 1375 and 1365), Workplace Discrimination and Harassment Prevention Coordinator (report 1365 only). **Individuals in Bank:** Ontario Public Servants and Crown employees. **Retention and Disposal:** Minimum of 1 year, then destroyed.

Workplace Discrimination and Harassment Prevention - Investigator and Report Files

Location: Office of the Workplace Discrimination and Harassment Prevention Coordinator. **Legal Authority:** Workplace Discrimination and Harassment Prevention. **Information Maintained:** Formal harassment/discrimination complaint, statements from witnesses, supporting documentation (e.g. performance appraisals, letters to files, etc.), Investigators report. **Uses:** Supporting documentation used in the investigation of formal complaints of harassment or discrimination under the Workplace Discrimination and Harassment Prevention Policy; to determine appropriate disciplines. **Users:** Management Board Secretariat (Human Resources) Workplace Discrimination and Harassment Prevention Coordinator, Labour Relations Staff, Managers, Deputy Minister. **Individuals in Bank:** Classified, unclassified, bargaining unit and management staff. **Retention and Disposal:** Permanent.

Personal Information Banks Common to Most Colleges of Applied Arts and Technology

Board of Governors Membership

Location: President's Office. **Legal Authority:** Ministry of Colleges and Universities Act, R.S.O. 1990, c.M.19, s.5; R.R.O. 1980, Reg. 640. **Information Maintained:** Name, address, telephone number, occupation, education, public or professional organization experience, biographical information. **Uses:** Maintain a record of past and present board members; maintain contact with former members for alumni and fundraising activities. **Users:** Board of Governors, President's Office staff. **Individuals in Bank:** Board of Governors members. **Retention and Disposal:** Permanent.

Co-op, Work Term, Final Job Placements

Location: Co-op or Placement Office. Organizational placement may vary among colleges. **Legal Authority:** Ministry of Colleges and Universities Act, R.S.O. 1990, c.M.19, s.5. **Information Maintained:** Name, address, student number, employer name and address, job description. **Uses:** Record student participation in co-op and work term programs; assess student performance; record students placed in jobs through placement office programs. **Users:** Co-op and placement office staff, co-op coordinators, academic staff involved in co-op

program, registered employers. **Individuals in Bank:** Students, employers. **Retention and Disposal:** Not determined.

Day Care Registrants

Location: Day Care Centre. **Legal Authority:** Day Nurseries Act, R.S.O. 1990, c.D.2. **Information Maintained:** Name, date of birth, address, telephone, parent name and business telephone, OHIP number, doctor's name and address, child's medical history and immunization record, permission forms (video and photographic records of child, administration of medication, participation on excursions), child's schedule and behaviour patterns. **Uses:** Document registration, activities and development of child in daycare program; facilitate daily and emergency care. **Users:** Daycare center staff, emergency medical personnel and specialists. **Individuals in Bank:** Children registered in Day Care Center. **Retention and Disposal:** Two years after discharge, then destroyed.

Dental Clinic Patients

Location: Dental Clinic. **Legal Authority:** Ministry of Colleges and Universities Act, R.S.O. 1990, c.M.19, s.5; Health Disciplines Act, R.S.O. 1990, c.H.4. **Information Maintained:** Name, address, dental charts, patient records and x-rays. **Uses:** Treatment of clinic clients; maintain a record of treatment performed. **Users:** Clinic staff. **Individuals in Bank:** Patients. **Retention and Disposal:** Not determined.

Employee Personnel, Payroll and Benefits Records

Location: Personnel/Human Resources Office, Payroll Office, and/or local managers' offices. **Legal Authority:** Ministry of Colleges and Universities Act, R.S.O. 1990, c.M.19, s.5; R.R.O. 1980, Reg. 640. **Information Maintained:** Name, address, telephone, date of birth, sex, marital status and dependent information, citizenship, Social Insurance Number, education, work history, attendance and leave records, performance evaluations, benefit options, salary, payroll and benefit transactions, beneficiaries, next-of-kin, garnishments. **Uses:** Document employee work history and benefits information; administer payroll and benefits package; provide the Ministry of Colleges and Universities with statistical reports. **Users:** Personnel/Human Resource staff, Finance Division and Payroll Office staff.

Individuals in Bank: College employees. **Retention and Disposal:** Not determined.

FUTURES Program Applicants and Participants

Location: FUTURES Office. **Legal Authority:** Order in Council 701/85. **Information Maintained:** Name, address, sex, date of birth, racial heritage, mother tongue, Social Insurance Number, telephone, identification number, educational history, employment history, source of income, referrals to/from other agencies, test results, and employment placement and performance assessment records. **Uses:** Administer the FUTURES program; provide program statistics to the Ministry of Skills Development; generate management reports. **Users:** FUTURES program managers, placement officers, counsellors, academic staff involved in pre-employment preparation programs. **Individuals in Bank:** Youths who apply to or are enrolled in the FUTURES Program. **Retention and Disposal:** Variable up to eight years, then destroyed.

Graduate and Alumni Records

Location: Alumni Office. **Legal Authority:** Ministry of Colleges and Universities Act, R.S.O. 1990, c.M.19, s.5; R.R.O. 1980, Reg.640. **Information Maintained:** Name, sex, date of birth, telephone, parent's name and address, marital status, name of spouse, program and graduation information, student activities, further education, donations, employment status and description. **Uses:** Maintain a record of alumni for contact and communications, fundraising, and social activities. **Users:** Alumni Office staff, senior college staff. **Individuals in Bank:** Graduates and alumni. **Retention and Disposal:** Not determined.

Health and Medical Records

Location: Health centre or division offering health sciences programs. **Legal Authority:** Ministry of Colleges and Universities Act, R.S.O. 1990, c.M.19, s.5; Health Disciplines Act, R.S.O. 1990, c.H.4. **Information Maintained:** Name, address, telephone, OHIP number, record of physical examination, medical history, chest x-ray and immunization record (for health sciences students). **Uses:** Ensure health sciences students meet minimum health requirements for admission to clinical facility; record treatment of individuals using health centre services. **Users:** Health centre staff, health

sciences program staff. **Individuals in Bank:** Students enrolled in health sciences programs, employees and students using health centre services. **Retention and Disposal:** Not determined.

Innovation Centre Clients, Registrants and Users

Location: Innovation Centre. **Legal Authority:** Ministry of Colleges and Universities Act, R.S.O. 1990, c.M.19, s.5; Ministry of Industry and Trade Act, S.O. 1982, c.31, s.3 and s.6. **Information Maintained:** Name, address, telephone, product or business information, patent information, drawings. **Uses:** Maintain a record of clients; register project, product, or business idea; provide statistical and other reports to the Ministry of Industry, Trade and Technology; maintain contact and communications with clients. **Users:** Innovation Centre staff. **Individuals in Bank:** Clients. **Retention and Disposal:** Not determined.

Job Competitions and Applications

Location: Personnel/Human Resources Office. **Legal Authority:** Ministry of Colleges and Universities Act, R.S.O. 1990, c.M.19; R.R.O. 1980, Reg. 640. **Information Maintained:** Letters of application, resumes, competition documentation. **Uses:** Administer competitions and hirings. **Users:** Personnel/Human Resources staff, management staff. **Individuals in Bank:** Persons seeking employment. **Retention and Disposal:** Not determined.

Ontario Basic Skills Program Trainees

Location: Ontario Basic Skills Office. **Legal Authority:** Order in Council 701/85. **Information Maintained:** Name, trainee number, functional and academic level test results, academic and skills status assessment, training plan, evaluations, employment status upon leaving program, and Special Support Allowances application form which includes sex, date of birth, address, family status, source of income, and allowance eligibility assessment information. **Uses:** Administer the Ontario Basic Skills Program; provide program statistics to Ministry of Skills Development. **Users:** Ontario Basic Skills Program staff, academic faculty assigned to Ontario Basic Skills Program, Ministry of Skills Development (for program audit and Special Support Allowances program administration).

Individuals in Bank: Program participants.

Retention and Disposal: Six years, then destroyed.

Ontario Training Incentive Program Trainees

Location: Ontario Skills Development Office. **Legal**

Authority: Order in Council 701/85. **Information**

Maintained: Name, address, sex, Social Insurance Number, education, employment status, occupation, OTIP subsidy participation agreement and claim forms, apprenticeship cards, and employer information. **Uses:**

Determine eligibility for and entitlement to OTIP subsidy; administer OTIP program. **Users:** Training Support Services Branch (Ministry of Skills Development), Ontario Skills Development Office training consultants. **Individuals in Bank:** Individuals in designated occupations who apply for OTIP subsidy, employers. **Retention and Disposal:** Six years, then destroyed.

Ontario Student Assistance Program

Location: Financial Aid Office. **Legal Authority:**

Ministry of Colleges and Universities Act, R.S.O. 1990, c.M.19. **Information Maintained:** Name, Social

Insurance Number, address, age, sex, marital status, residency status, education, employment history, income and assets of applicant, parents, sponsors, spouse. **Uses:**

Determine eligibility for the Ontario Study Grant Plan, the Canada Student Loans Plan, or the Ontario Student Loans Plan. **Users:** Financial Aid Office staff, the Ministry of Colleges and Universities. **Individuals in Bank:** Students seeking financial assistance. **Retention and Disposal:** Two years, then destroyed.

Professional Development

Location: Personnel/Human Resources Office, Staff Development Office, academic divisions, and/or local managers' offices. **Legal Authority:** Ministry of

Colleges and Universities Act, R.S.O. 1990, c.M.19; R.R.O. 1980, Reg. 640. **Information Maintained:**

Name, classification, department, school, nature and duration of leave or other development program. **Uses:** Determine eligibility for professional development programs or leave. **Users:** Personnel/Human Resources staff, management staff. **Individuals in Bank:** Staff seeking professional development leave. **Retention and Disposal:** Not determined.

Scholarships and Awards

Location: Organization placement varies among colleges.

Legal Authority: Ministry of Colleges and Universities Act, R.S.O. 1990, c.M.19; R.R.O. 1980, Reg. 640.

Information Maintained: Name, address, date of birth, student number, course/program information, scholarship/award criteria, evaluations. **Uses:** Determine eligibility for scholarship, bursary, fellowship, or award; publicize college awards and scholarships. **Users:**

Financial Aid Office staff, Registrar's staff, academic/program staff, sponsor. **Individuals in Bank:** Students applying, nominated for or receiving award/scholarship. **Retention and Disposal:** Not determined.

Student Appeals (disciplinary, administrative, academic)

Location: Organization placement varies among colleges.

Legal Authority: Ministry of Colleges and Universities Act, R.S.O. 1990, c.M.19; R.R.O. 1980, Reg. 640.

Information Maintained: Name, student number, program/year, appeal documentation. **Uses:** Document student appeal process. **Users:** Senior staff hearing appeals. **Individuals in Bank:** Students with appeals.

Retention and Disposal: Not determined.

Student Applications

Location: Registrar's Office. **Legal Authority:** Ministry of Colleges and Universities Act, R.S.O. 1990, c.M.19, s.5; R.R.O. 1980, Reg. 640. **Information Maintained:**

Name, date of birth, citizenship, address, telephone, marital status, secondary school/prior educational history, functional level test results, college/programs applied for. **Uses:** Determine eligibility for admission; document the admissions process. **Users:** Registrar's staff, academic staff. **Individuals in Bank:** Applicants. **Retention and Disposal:** Applicants not admitted - one year, then destroyed; applicants admitted - incorporated into Student Registration and Academic History bank.

Student Athletics and Fitness Programs

Location: Athletics Centre. **Legal Authority:** Ministry of Colleges and Universities Act, R.S.O. 1990, c.M.19; R.R.O. 1980, Reg. 640. **Information Maintained:**

Name, address, student number, sports participation, general medical history, name of contact in case of emergency. **Uses:** Record student participation in

organized sports and fitness programs; plan fitness/athletic programs; notification in case of emergency. **Users:** Athletic Centre staff, physical education staff. **Individuals in Bank:** Students participating in organized sports and fitness programs. **Retention and Disposal:** Not determined.

Student Counselling

Location: Counselling Office. **Legal Authority:** Ministry of Colleges and Universities Act, R.S.O. 1990, c.M.19; R.R.O. 1980, Reg. 640. **Information Maintained:** Name, student number, referrals, record of counselling. **Uses:** Assessing and referring students in need of counselling. **Users:** Counselling staff. **Individuals in Bank:** Students seeking counselling. **Retention and Disposal:** Not determined.

Student Registration and Academic History

Location: Registrar's Office, Academic Divisions, and/or local instructors' offices. **Legal Authority:** Ministry of Colleges and Universities Act, R.S.O. 1990, c.M.19, s.5; R.R.O. 1980, Reg.640. **Information Maintained:** Name, date of birth, address, student number, fees paid, co-op participation, cumulative academic record, achievements and awards, transcripts. **Uses:** Maintain a record of student registration and academic history; verify academic achievement; provide the Ministry of Colleges and Universities with statistical reports. **Users:** Registrar's staff, academic division/program/course staff. **Individuals in Bank:** Students. **Retention and Disposal:** 70 years after retirement or program completion, then destroyed.

Teacher Workload Records (Standard Workload Form)

Location: Personnel/Human Resources office and/or academic divisions. **Legal Authority:** Ministry of Colleges and Universities Act, R.S.O. 1990, c.M.19; R.R.O. 1980, Reg. 640. **Information Maintained:** Name, department, period covered, workload information. **Uses:** Ensure that teacher workload adheres to the provisions of the collective agreement. **Users:** Management staff, teachers. **Individuals in Bank:** Teachers. **Retention and Disposal:** Not determined.

Tests, Examinations and Assessments

Location: Academic divisions and/or instructors' offices. **Legal Authority:** Ministry of Colleges and Universities

Act, R.S.O. 1990, c.M.19; R.R.O. 1980, Reg. 640.

Information Maintained: Name and/or student number, completed tests/examinations, marks. **Uses:** Assess academic standing and progress; document the testing and examination process. **Users:** Teaching staff.

Individuals in Bank: Students. **Retention and Disposal:** Not determined.

Vocational Testing and Counselling

Location: Organizational placement may vary among colleges. **Legal Authority:** Ministry of Colleges and Universities Act, R.S.O. 1990, c.M.19; R.R.O. 1980, Reg. 640. **Information Maintained:** Name, student number, assessments, referrals. **Uses:** Assist student in determining vocation/profession; assist in admissions of mature students. **Users:** Vocational counselling staff. **Individuals in Bank:** Students seeking vocational counselling. **Retention and Disposal:** Not determined.

III. MINISTRIES AND AGENCIES

ARCHIVES OF ONTARIO

Head

Minister of Culture and Communications
6th Floor, 77 Bloor Street West
Toronto, Ontario
M7A 2R9
Telephone: (416) 325-6200

Access

Freedom of Information Coordinator
Archives of Ontario
77 Grenville Street
Toronto, Ontario
M7A 2R9
Telephone: (416) 327-1562



A public reading room for the review of finding aids and other information is open from 8:15 a.m. to 4:30 p.m., Monday to Friday, with staff on duty to assist researchers, on the main floor at 77 Grenville Street, Toronto. Extended research hours without staff on duty are Monday to Friday until 10:30 p.m. and on Saturday from 10:00 a.m. to 8:00 p.m.

The Archives of Ontario

Administers the Archives Act; acquires, preserves and makes available for research and administrative purposes significant unpublished records and documents relating to Ontario; and obtains from Ontario government institutions and agencies important non-current records through statutory control and from other sources through donation or purchase.

Private papers donated by individuals and organizations are excluded from the Freedom of Information and Protection of Privacy Act. Access to these papers and records is determined by each donor.

General Classes or Types of Records

Contain information about records selected for permanent preservation from all government institutions and agencies. Also contain information about records acquired from prominent individuals and families who lived in Ontario or contributed to the development of the province, corporate records of various Ontario organizations and commercial enterprises, and general administration records.

Access Unit Policy, Liaison, Training and Operations
Resource Files
Archives Accession Records (legal authority for ownership)

Collections Management Binding Requisition
Conservation Correspondence and Reports
Conservation Survey Forms
Conservation Treatment Reports
Exhibitions Facility Declaration Forms
Government-Wide Scheduled Records
Government-Wide Unscheduled Records
Inventories and Finding Aids to Archives Holdings
Microfilm, Photostat and Photographic Reproductions (receipts and ledgers)
Operational Program Records - Deputy Archivist, CMD
Preproduction Work Orders, Register and Receipts
Reading Room Off-Site Order Log
Recorded Information Management Manager's Files
Recorded Information Management Training Files
Recorded Information Schedules Archives' Copies
Special Access/Permission Register and Files

Manuals

Issued to Archives staff to provide policies and procedures on access operations and administration.

Archives of Ontario Access Policy and Procedures Manual
Collections Management and Development Branch
Administrative Policy and Procedures Manual
Collections Management and Development Branch
Manual of Archival Policy and Procedures

Personal Information Banks

The following common personal information bank as described in Chapter II of this directory is maintained.

Freedom of Information and Protection of Privacy Act Requests

Adult Case Files (Family Court), 1922-1970 (RG22)

Location: Archives of Ontario. Legal Authority: Archives Act, R.S.O. 1990, c.A.27. Information Maintained: Information/applications, summons, court orders. Series may also include transcripts of evidence, identification forms, social evaluation reports, exhibits, notice of appeal, warrants, case history, payment records, probation orders, related correspondence and judge's notes. Uses: Research. Users: Researchers. Individuals in Bank: People involved with Family Court proceedings under the Deserted Wives and Children Maintenance Act, Child Welfare Act, Reciprocal Enforcement of Maintenance Orders Act, Provincial Courts Act, Juvenile Delinquents Act, and other acts dealt with by the Family Court. Retention and Disposal: Permanent.

Adult Inmate Case Files - Main Office Index Cards, 1920-1975 (RG20-D-1A)

Location: Archives of Ontario. Legal Authority: Archives Act, R.S.O. 1990, c.A.27. Information Maintained: Name, aliases, birth place, birth date, offence, nationality, race, age at committal, institution(s) to which committed, inmate and parole board numbers. Uses: Research. Users: Researchers. Individuals in Bank: Adult inmates (16 years of age or older) committed to a provincial jail, prison or correctional facility; Ministry of Correctional Service employees and police officers. Retention and Disposal: Permanent.

Affidavits of Affiliation - Clerk of the Peace, 1834-1916 (RG22)

Location: Archives of Ontario. Legal Authority: Archives Act, R.S.O. 1990, c.A.27. Information Maintained: Name and address of mother and father, father's trade/profession, promises of marriage, affidavits of affiliation. Uses: Research. Users: Researchers. Individuals in Bank: Mothers and fathers of illegitimate children. Retention and Disposal: Permanent.

Agricultural Loan Commission Records, 1922-1956 (RG6-XIV-17)

Location: Archives of Ontario. Legal Authority: Archives Act, R.S.O. 1990, c.A.27. Information Maintained: Name, address and amount of loan. Uses: Historical research. Users: Historical researchers. Individuals in Bank: Farmer applicants. Retention and Disposal: Permanent.

Appeals - Residential Tenancy Commission, 1980-1982 (RG43)

Location: Archives of Ontario. Legal Authority: Archives Act, R.S.O. 1990, c.A.27. Information Maintained: Appeals of decisions on rent review (increases, reduction or rebate) by landlords or tenants, supporting financial documentation, and names and addresses of landlords and tenants. Uses: Research. Users: Researchers. Individuals in Bank: Tenants and landlords. Retention and Disposal: Permanent.

Application for (Liquor) Licence - Approved, 1934-1978 (RG36-2)

Location: Archives of Ontario. Legal Authority: Archives Act, R.S.O. 1990, c.A.27. Information Maintained: Name, address, telephone number, employment history, age, citizenship, income, marital status, criminal record, inspection, investigation or police reports, photographs, financial statements, sales reports, leases, certificates of incorporation and agreements of

various types, club membership lists, licence application, licence transfer application. Uses: Research. Users: Researchers. Individuals in Bank: Applicants, licence holders, shareholders. Retention and Disposal: Permanent.

Application for (Liquor) Licence - Refused/Withdrawn by Applicant, 1945-1984 (RG36-3)

Location: Archives of Ontario. Legal Authority: Archives Act, R.S.O. 1990, c.A.27. Information Maintained: Name, address, telephone number, employment history, age, citizenship, income, marital status, criminal record, inspection, investigation or police reports, photographs, financial statements, sales reports, leases, certificates of incorporation and agreements of various types, club membership lists, licence application, licence transfer application. Uses: Research. Users: Researchers. Individuals in Bank: Applicants, licence holders, shareholders. Retention and Disposal: Permanent.

Applications for Refund (Bonus), 1872-1876 (RG11-J)

Location: Archives of Ontario. Legal Authority: Archives Act, R.S.O. 1990, c.A.27. Information Maintained: Name, age, occupation and nationality of those immigrants paid to come to Ontario. Uses: Research. Users: Researchers. Individuals in Bank: Immigrants who came to Ontario and settled for minimum of three months, and their sponsors. Retention and Disposal: Permanent.

Apprenticeship Branch - Case Files, 1928-1950 (RG7-81)

Location: Archives of Ontario. Legal Authority: Archives Act, R.S.O. 1990, c.A.27. Information Maintained: Name, address, trade, employer's report and evaluation, name and address of employer, education, age, date of birth, contract of apprenticeship, completed examination forms and results. Uses: Research. Users: Researchers. Individuals in Bank: Apprentice, employer, inspectors. Retention and Disposal: Permanent.

Archives of Ontario Correspondence Control Log

Location: Archives of Ontario. Legal Authority: Archives Act, R.S.O. 1990, c.A.27. Information Maintained: Name, address, type and subject of request, record of previous requests. Uses: Maintain a record of research requests for statistical and planning purposes. Users: Managers, public service staff. Individuals in Bank: Users of research services. Retention and Disposal: Not determined.

Arrival/Destination Records, 1862-1881 (RG11-M)

Location: Archives of Ontario. Legal Authority: Archives Act, R.S.O. 1990, c.A.27. Information Maintained: Names of ships bringing immigrants to Ontario, arrival dates, names of immigrants, occupations, nationalities, ages, destination in Ontario. Uses: Research. Users: Researchers. Individuals in Bank: Those immigrants who were paid by the Government of Ontario to come and settle. Retention and Disposal: Permanent.

Assessment Roll Microfiche, 1981-1984 (RG26-46)

Location: Archives of Ontario. Legal Authority: Archives Act, R.S.O. 1990, c.A.27. Information Maintained: Name, address, year and month of birth, religion if Roman Catholic, sex, citizenship if Canadian, physical inventory and legal description of property owned or leased, occupancy status, school system supported, roll number, and value for assessment purposes. Uses: Research. Users: Researchers. Individuals in Bank: Residents, owners and tenants of property in Ontario. Retention and Disposal: Permanent.

Asylum Correspondence, 1870-1935 (RG63-A-1)

Location: Archives of Ontario. Legal Authority: Archives Act, R.S.O. 1990, c.A.27. Information Maintained: Financial, educational and family history. Uses: Research. Users: Researchers. Individuals in Bank: Patients of Ontario asylums and psychiatric hospitals. Retention and Disposal: Permanent.

Attendance Reports (Civil Service Commission), 1931-1949 (RG25-C-5)

Location: Archives of Ontario. Legal Authority: Archives Act, R.S.O. 1990, c.A.27. Information Maintained: Name, attendance record, institution, classification. Uses: Research; verify pension eligibility. Users: Researchers, former employees, heirs. Individuals in Bank: Former employees of the Ontario government, Ontario hospitals and reformatories who terminated, 1931-1956. Retention and Disposal: Permanent.

Bowmanville Training School Ward Files, 1925-1965 (RG60-19)

Location: Archives of Ontario. Legal Authority: Archives Act, R.S.O. 1990, c.A.27. Information Maintained: Name, medical, psychological and academic reports, family history, juvenile court proceedings, related correspondence. Uses: Research. Users: Researchers. Individuals in Bank: Juvenile wards in

Bowmanville Training School. Retention and Disposal: Permanent.

Card Index for Terminated Personnel Records, 1920-1961 (RG25-C-2)

Location: Archives of Ontario. Legal Authority: Archives Act, R.S.O. 1990, c.A.27. Information Maintained: Name, status, reason for termination and date. Uses: Research; verify pension eligibility. Users: Researchers, former employees, heirs. Individuals in Bank: Former employees of the Ontario government, Ontario hospitals and reformatories who terminated, 1920-1961. Retention and Disposal: Permanent.

Career Counselling Files, 1973-1983 (RG25)

Location: Archives of Ontario. Legal Authority: Archives Act, R.S.O. 1990, c.A.27. Information Maintained: Name, employee's career and employment goals, career history and counselling interview records, training and development plans. Uses: Research. Users: Researchers. Individuals in Bank: Ontario Public Service employees. Retention and Disposal: Permanent.

Case Files - Fair Employment Practices Act, 1951-1954 (RG76-2-2)

Location: Archives of Ontario. Legal Authority: Archives Act, R.S.O. 1990, c.A.27. Information Maintained: Name, address, nature of discriminatory complaint, and a summary of the settlement. Uses: Research. Users: Researchers. Individuals in Bank: Individuals alleging discrimination under the Fair Employment Practices Act of 1951. Retention and Disposal: Permanent.

Case Files - Female Employees Fair Remuneration Act, 1952-1954 (RG76-2-4)

Location: Archives of Ontario. Legal Authority: Archives Act, R.S.O. 1990, c.A.27. Information Maintained: Name, address, nature of discriminatory complaint, and a summary of the settlement. Uses: Research. Users: Researchers. Individuals in Bank: Individuals alleging discrimination under the Female Employees Fair Remuneration Act of 1951. Retention and Disposal: Permanent.

Case Files (selected) - Fair Accommodation Practices Act, 1954 (RG76-4-2)

Location: Archives of Ontario. Legal Authority: Archives Act, R.S.O. 1990, c.A.27. Information Maintained: Name, address, nature of discriminatory complaint, and a summary of the case. Uses: Research.

Users: Researchers. Individuals in Bank: Individuals alleging discrimination under the Fair Accommodation Practices Act. Retention and Disposal: Permanent.

Central Personnel Records (RG25-C-3)

Location: Archives of Ontario. Legal Authority: Archives Act, R.S.O. 1990, c.A.27. Information Maintained: Name of any civil service employees whose employment terminated between 1920-1956, date of birth, educational background, date of permanent appointment, job classifications, promotions, salary rates. Uses: Historical source on careers of government employees; verify pension enquiries. Users: Academics, personnel data staff of Human Resources Secretariat. Individuals in Bank: Former employees of the Ontario government. Retention and Disposal: Permanent.

Champlain Training School Medical Log Books, 1965-1981 (RG60-43)

Location: Archives of Ontario. Legal Authority: Archives Act, R.S.O. 1990, c.A.27. Information Maintained: Name, date, medical tests and treatment. Uses: Research. Users: Researchers. Individuals in Bank: Juvenile wards in Champlain Training School. Retention and Disposal: Permanent.

Change of Name Court Orders, 1939-1973 (RG80-1)

Location: Archives of Ontario. Legal Authority: Archives Act, R.S.O. 1990, c.A.27. Information Maintained: Old and new name, background information. Uses: Research. Users: Researchers. Individuals in Bank: Applicants for change of name. Retention and Disposal: Permanent.

Chest Disease Service Patient Records, 1908-1959 (RG10)

Location: Archives of Ontario. Legal Authority: Archives Act, R.S.O. 1990, c.A.27. Information Maintained: Name and medical information about patients of Ontario sanatoria for tuberculosis. Uses: Research. Users: Researchers. Individuals in Bank: Patients of Ontario sanatoriums for tuberculosis. Retention and Disposal: Permanent.

Child Abuse Register and Case Files (selected), 1966-1979 (RG29-120)

Location: Archives of Ontario. Legal Authority: Archives Act, R.S.O. 1990, c.A.27. Information Maintained: Name, family and financial information. Uses: Research. Users: Researchers. Individuals in Bank: Persons involved in child abuse investigations. Retention and Disposal: Permanent.

Children of Unmarried Parents Act Files, 1938-1957 (RG22)

Location: Archives of Ontario. Legal Authority: Archives Act, R.S.O. 1990, c.A.27. Information Maintained: Name, address, financial status, occupation, age, family situation, living conditions, information forms/applications to Provincial Court-Family Division, summons, court orders. Uses: Research. Users: Researchers. Individuals in Bank: Deserted wives and children. Retention and Disposal: Permanent.

Children's Community Service Program Files (selected), 1980-1989 (RG60-56)

Location: Archives of Ontario. Legal Authority: Archives Act, R.S.O. 1990, c.A.27. Information Maintained: Name, police information, evaluation, community work experience, referrals, discharge information, related correspondence. Uses: Research. Users: Researchers. Individuals in Bank: Juveniles who do community service work as an alternative to probation. Retention and Disposal: Permanent.

Classified Staff Files (selected), 1970-1974 (RG1-394)

Location: Archives of Ontario. Legal Authority: Archives Act, R.S.O. 1990, c.A.27. Information Maintained: Name, address, religion, date of appointment, classification, salary, date of resignation. Uses: Research. Users: Researchers. Individuals in Bank: Classified staff of the Department of Lands and Forests and the Ministry of Natural Resources. Retention and Disposal: Permanent.

Cobourg Asylum for the Insane Registers and Rolls, 1902-1916 (RG10-20-E)

Location: Archives of Ontario. Legal Authority: Archives Act, R.S.O. 1990, c.A.27. Information Maintained: Patient name, mental and medical history, admission and discharge dates, related correspondence. Uses: Research. Users: Researchers. Individuals in Bank: Patients of Cobourg Asylum for the Insane. Retention and Disposal: Permanent.

Complaint Case Files - Ontario Human Rights Commission (RG76-5)

Location: Archives of Ontario. Legal Authority: Archives Act, R.S.O. 1990, c.A.27. Information Maintained: Complainant's and respondent's name and address, section of the code allegedly violated, investigation reports, conciliation reports, disposition of case, special program and exemption investigation reports and disposition. Uses: Research. Users: Researchers. Individuals in Bank: Complainants alleging

violations of the Human Rights Code, and persons making inquiries. Retention and Disposal: Permanent.

Complaint Case Files - Register and Index - Ontario Human Rights Commission, 1961-1974 (RG76)

Location: Archives of Ontario. Legal Authority: Archives Act, R.S.O. 1990, c.A.27. Information Maintained: Complainant's and respondent's name and address, section of the code allegedly violated, investigation reports, conciliation reports, disposition of case, special program and exemption investigation reports and disposition. Uses: Research. Users: Researchers. Individuals in Bank: Complainants alleging violations of the Human Rights Code, and persons making inquiries. Retention and Disposal: Permanent.

Computer-Assisted School Health Services, 1981-1991 (RG10-212)

Location: Archives of Ontario. Legal Authority: Archives Act, R.S.O. 1990, c.A.27. Information Maintained: Name, age, sex, health status, immunization records. Uses: Research. Users: Researchers. Individuals in Bank: School children in Ontario. Retention and Disposal: Permanent.

Coroner's Inquest Files, 1843-1962 (RG22)

Location: Archives of Ontario. Legal Authority: Archives Act, R.S.O. 1990, c.A.27. Information Maintained: Reports and medical records from coroners, pathologists, hospitals, and the Registrar General, reports from OPP and municipal police. Also correspondence with federal and provincial departments, Crown attorneys, municipal departments and safety associations concerning death, coroner's statement and jury recommendations resulting from inquests. Uses: Research. Users: Researchers. Individuals in Bank: Deceased individuals requiring examination. Retention and Disposal: Permanent.

Correspondence General Files, 1982-1988 (RG29-141)

Location: Archives of Ontario. Legal Authority: Archives Act, R.S.O. 1990, c.A.27. Information Maintained: Name, address of correspondent, correspondence pertaining to international, private and step-parent adoption, adoption disclosure files. May contain application for adoption, post-adoption service information. Uses: Research. Users: Researchers. Individuals in Bank: Correspondents on adoption matters. Retention and Disposal: Permanent.

Crisis Situation Client Files (selected), 1976-1985 (RG29-116)

Location: Archives of Ontario. Legal Authority: Archives Act, R.S.O. 1990, c.A.27. Information Maintained: Name, financial and family information on recipients of special benefits. Uses: Research. Users: Researchers. Individuals in Bank: Individuals requiring provincial emergency assistance. Retention and Disposal: Permanent.

Crown Attorney's Prosecution Case Files, 1902-1972 (RG22-392)

Location: Archives of Ontario. Legal Authority: Archives Act, R.S.O. 1990, c.A.27. Information Maintained: Name, address, age, record of charges, criminal record, police brief, record of court appearance. Uses: Research. Users: Researchers. Individuals in Bank: Individuals prosecuted by Crown attorneys. Retention and Disposal: Permanent.

Crown Ward Administrative Review Files (selected), 1979-1985 (RG29-84)

Location: Archives of Ontario. Legal Authority: Archives Act, R.S.O. 1990, c.A.27. Information Maintained: Name, social and medical information about Crown wards. Uses: Research. Users: Researchers. Individuals in Bank: Crown wards. Retention and Disposal: Permanent.

D'Arcy Place Developmental Centre, Resident/Client's Medical, Individual Assessment and Programme Files, 1920-1967 (RG29-58)

Location: Archives of Ontario. Legal Authority: Archives Act, R.S.O. 1990, c.A.27. Information Maintained: Name, medical and social history, family data, clinical reports and certificates, case file number. Uses: Research. Users: Researchers. Individuals in Bank: Residents/inmates of D'Arcy Place Developmental Centre (formerly Ontario Hospital, Cobourg). Retention and Disposal: Permanent.

Denture Therapy Licensing Files, 1972-1975 (RG10-132)

Location: Archives of Ontario. Legal Authority: Archives Act, R.S.O. 1990, c.A.27. Information Maintained: Name and educational information. Uses: Research. Users: Researchers. Individuals in Bank: Licensees and prospective licensees of the Governing Board of Denture Therapists. Retention and Disposal: Permanent.

Deportation Actions - Jails and Asylums, 1908-1913 (RG63-A-6)

Location: Archives of Ontario. Legal Authority: Archives Act, R.S.O. 1990, c.A.27. Information Maintained: Name, age, sex, nationality, place of detention, port of arrival, date of landing, work history, mental and physical state, mode of deportation. Uses: Research. Users: Researchers. Individuals in Bank: Immigrants admitted to and subsidized by state custodial institutions within two years of arrival in Canada. Retention and Disposal: Permanent.

Dionne Quintuplets Records, 1934-1950 (RG4-53)

Location: Archives of Ontario. Legal Authority: Archives Act, R.S.O. 1990, c.A.27. Information Maintained: Name, age, sex, medical history, financial situation, invoices and accounts. Uses: Research. Users: Researchers. Individuals in Bank: The Dionne Quintuplets. Retention and Disposal: Permanent.

Divorce Action Report Files (selected) and Index, 1957-1967 (RG4-51; 52)

Location: Archives of Ontario. Legal Authority: Archives Act, R.S.O. 1990, c.A.27. Information Maintained: Questionnaires on family financial status, living conditions and health, reports of social workers, correspondence, and numbered court documents. Uses: Research. Users: Researchers. Individuals in Bank: Juvenile members of families entering divorce proceedings and other family members. Retention and Disposal: Permanent.

Durham Regional Centre Client Out-Service Records (selected), 1975-1986 (RG29-88)

Location: Archives of Ontario. Legal Authority: Archives Act, R.S.O. 1990, c.A.27. Information Maintained: Name, authorization for psychological testing and assessment, test results, referrals, kinesiological assessments, audiological assessments, photographs of clients. Uses: Research. Users: Researchers. Individuals in Bank: Persons with developmental handicaps. Retention and Disposal: Permanent.

Elementary School Inspectors' Reports and Principals' Statements, 1842-1970 (RG2-F-3-A to F-3-I; I-1)

Location: Archives of Ontario. Legal Authority: Archives Act, R.S.O. 1990, c.A.27. Information Maintained: Name, salary, religion, certification, and opinions regarding the experience, qualifications, quality and character of teachers in public, private and separate

schools. Uses: Research. Users: Researchers. Individuals in Bank: Teachers. Retention and Disposal: Permanent.

Employee Superannuation Contributions and Refunds Binders (RG42-32)

Location: Archives of Ontario. Legal Authority: Archives Act, R.S.O. 1990, c.A.27. Information Maintained: Name, workplace, occupation, pension contributions and refunds history. Uses: Research. Users: Researchers. Individuals in Bank: Employees in the Ontario Public Service, 1921-1950. Retention and Disposal: Permanent.

Establishment Files - Hotels, Taverns, Restaurants, Canteens, Clubs, 1935-1968 (RG36-8)

Location: Archives of Ontario. Legal Authority: Archives Act, R.S.O. 1990, c.A.27. Information Maintained: Name, address, telephone number, employment history, age, citizenship, income, marital status, criminal record, personal history report, inspection, investigation or police reports, preliminary survey, final report, photographs, floor plans, financial statements, sales reports, leases, certificates of incorporation and agreements of various types, minutes of disciplinary hearings, club membership lists, licence renewal applications, decisions, appeals, licence transfer applications. Uses: Research. Users: Researchers. Individuals in Bank: Licence holders, stockholders. Retention and Disposal: Permanent.

Estate and Maintenance Files, Toronto General Trust Company, 1878-1911 (RG63-A-2)

Location: Archives of Ontario. Legal Authority: Archives Act, R.S.O. 1990, c.A.27. Information Maintained: Personal, family and financial history. Uses: Research. Users: Researchers. Individuals in Bank: Patients of Ontario asylums and psychiatric hospitals. Retention and Disposal: Permanent.

Family Benefits Case Files, 1936- (RG29-86)

Location: Archives of Ontario. Legal Authority: Archives Act, R.S.O. 1990, c.A.27. Information Maintained: Name, address, case profile of financial, employment and social data, related correspondence. Uses: Research. Users: Researchers. Individuals in Bank: Applicants for and recipients of general welfare assistance. Retention and Disposal: Permanent.

Fellowships for Studying in French Records, 1972-1983 (RG32-10)

Location: Archives of Ontario. Legal Authority: Archives Act, R.S.O. 1990, c.A.27. Information

Maintained: Name, address, telephone number, Social Insurance Number, sex, date of birth, citizenship, residence history, education, mother tongue, preferred language of correspondence, language of instruction, proposed program of study, name of institution, other financial assistance, other activities (work, travel, etc.), transcripts. Uses: Research. Users: Researchers. Individuals in Bank: Students seeking financial assistance for post-secondary studies in French. Retention and Disposal: Permanent.

Forensic Sciences and Pathology, Early Case Files, 1931-1961 (RG33-H-1)
Location: Archives of Ontario. Legal Authority: Archives Act, R.S.O. 1990, c.A.27. Information Maintained: Name, autopsy and analysis reports, correspondence, scientific notes and photographs. Uses: Research. Users: Researchers. Individuals in Bank: Individuals deceased under questionable circumstances. Retention and Disposal: Permanent.

General Welfare Case Files, 1972- (RG29-131)
Location: Archives of Ontario. Legal Authority: Archives Act, R.S.O. 1990, c.A.27. Information Maintained: Name, address, case profile of financial, employment and social data, related correspondence. Uses: Research. Users: Researchers. Individuals in Bank: Applicants for and recipients of general welfare assistance. Retention and Disposal: Permanent.

General Welfare Case Histories (selected), 1954-1977 (RG29-46 to 48)
Location: Archives of Ontario. Legal Authority: Archives Act, R.S.O. 1990, c.A.27. Information Maintained: Name and case number, financial and family information. Uses: Research. Users: Researchers. Individuals in Bank: Recipients of provincial welfare benefits from the Kenora, Kirkland Lake and Sault Ste. Marie local offices. Retention and Disposal: Permanent.

General Welfare Sample Case Files, 1934-1971 (RG29-49 to 55)
Location: Archives of Ontario. Legal Authority: Archives Act, R.S.O. 1990, c.A.27. Information Maintained: Name of applicant, eligibility and medical reports regarding Blind Persons Assistance, Interprovincial Welfare, Dependent Fathers Assistance, Old Age Assistance, Old Age Pension. Uses: Research. Users: Researchers. Individuals in Bank: Selected applicants for various forms of government welfare assistance. Retention and Disposal: Permanent.

Hamilton Psychiatric Hospital Case Files, Registers and Rolls, 1876-1954 (RG10-20-D)

Location: Archives of Ontario. Legal Authority: Archives Act, R.S.O. 1990, c.A.27. Information Maintained: Patient name, mental and medical history, admission and discharge date, related correspondence. Uses: Research. Users: Researchers. Individuals in Bank: Patients of Hamilton Psychiatric Hospital. Retention and Disposal: Permanent.

Hard to Service Children's Case Files, 1979-1983 (RG29-106)

Location: Archives of Ontario. Legal Authority: Archives Act, R.S.O. 1990, c.A.27. Information Maintained: Name, address, sex, date of birth, needs analysis, status of child's development, financial information. Uses: Research. Users: Researchers. Individuals in Bank: Children receiving services and their families. Retention and Disposal: Permanent.

Health Services Appeal Board Case Files, 1973-1984 (RG10-200)

Location: Archives of Ontario. Legal Authority: Archives Act, R.S.O. 1990, c.A.27. Information Maintained: Name, judgments and reasons. Uses: Research. Users: Researchers. Individuals in Bank: Health practitioners. Retention and Disposal: Permanent.

Huron Regional Centre Case Files/Registers, 1876-1971 (RG29-25)

Location: Archives of Ontario. Legal Authority: Archives Act, R.S.O. 1990, c.A.27. Information Maintained: Name, parents, residence, admission and discharge dates, case file number, religion, certificates, clinical reports, etc. Uses: Research. Users: Researchers. Individuals in Bank: Residents/inmates of Huron Regional Centre (formerly Ontario Hospital School, Orillia). Retention and Disposal: Permanent.

Immigrant Entrepreneur Program Files, 1976-1986 (RG9-59)

Location: Archives of Ontario. Legal Authority: Archives Act, R.S.O. 1990, c.A.27. Information Maintained: Name and business address, names and addresses of partners, leases, agreements, documents regarding property holdings, personal financial records, curriculum vitae, franchise agreements, business proposals, applications for permanent residence, correspondence regarding success in securing immigrant

status. Uses: Research. Users: Researchers. Individuals in Bank: Immigrants requiring business assistance. Retention and Disposal: Permanent.

Immigrant Patient Chest Disease Records, 1976-1985 (RG10-176)

Location: Archives of Ontario. Legal Authority: Archives Act, R.S.O. 1990, c.A.27. Information Maintained: Name and medical information about immigrants to Ontario with chest problems. Uses: Research. Users: Researchers. Individuals in Bank: Immigrants with chest problems. Retention and Disposal: Permanent.

Increase Lists (Civil Service Commission), 1944-1955 (RG25-C-4)

Location: Archives of Ontario. Legal Authority: Archives Act, R.S.O. 1990, c.A.27. Information Maintained: Name, institution, classification, salary, proposed salary and classification. Uses: Research; verify pension eligibility. Users: Researchers, former employees, heirs. Individuals in Bank: Former employees of the Ontario government, Ontario hospitals and reformatories, who terminated in 1945-1956 and who received a pay raise. Retention and Disposal: Permanent.

Inmate Case Files - Ontario's Jails and Prisons, 1933-1974 (RG20-D; E; F)

Location: Archives of Ontario. Legal Authority: Archives Act, R.S.O. 1990, c.A.27. Information Maintained: Name and case number, family, committal history. Uses: Research. Users: Researchers. Individuals in Bank: Inmates of provincially administered jails, lock-ups, correctional centres and prisons. Retention and Disposal: Permanent.

Inmate Drug Control Records, 1966-1984 (RG20-I-1 to I-22)

Location: Archives of Ontario. Legal Authority: Archives Act, R.S.O. 1990, c.A.27. Information Maintained: Selected files of drug control sheets indicating drug type, name of inmate receiving drug, date, amount issued, and prescribing doctor. Uses: Research. Users: Researchers. Individuals in Bank: Inmates of various Ontario jails and correctional facilities. Retention and Disposal: Permanent.

Inmate Punishment Registers, 1974-1977 (RG20-D-20)

Location: Archives of Ontario. Legal Authority: Archives Act, R.S.O. 1990, c.A.27. Information Maintained: Name of inmate, type of infraction, name of reporting officer, name of presiding official and type of

punishment. Uses: Research. Users: Researchers. Individuals in Bank: Inmates who underwent punishment while in a provincial jail, prison or correctional facility, and Ministry of Correctional Service staff and police officers. Retention and Disposal: Permanent.

Insurance Claims - Closed, 1977-1983 (RG42-14)

Location: Archives of Ontario. Legal Authority: Archives Act, R.S.O. 1990, c.A.27. Information Maintained: Name, address, occupation, personal insurance history, incident description and correspondence. Uses: Research. Users: Researchers. Individuals in Bank: Claimants. Retention and Disposal: Permanent.

Jail Surgeons Registers, 1858-1973 (RG20-D; E; F)

Location: Archives of Ontario. Legal Authority: Archives Act, R.S.O. 1990, c.A.27. Information Maintained: Name of patient, date, diagnosis, medicine prescribed, and attending physician. Uses: Research. Users: Researchers. Individuals in Bank: Inmates of various Ontario jails and correctional facilities. Retention and Disposal: Permanent.

Jails and Asylums, Deportations, Notices and Returns, 1901-1916 (RG63-A-6; D)

Location: Archives of Ontario. Legal Authority: Archives Act, R.S.O. 1990, c.A.27. Information Maintained: Name, medical, family, deportation and employment information. Uses: Research. Users: Researchers. Individuals in Bank: Inmates and those who were deported. Retention and Disposal: Permanent.

Kingston Psychiatric Hospital Case Files, Registers and Rolls, 1855-1974 (RG10-20-F)

Location: Archives of Ontario. Legal Authority: Archives Act, R.S.O. 1990, c.A.27. Information Maintained: Patient name, mental and medical history, admission and discharge dates, related correspondence. Uses: Research. Users: Researchers. Individuals in Bank: Patients of Kingston Psychiatric Hospital. Retention and Disposal: Permanent.

Lakeshore Psychiatric Hospital Casebooks and Registers, 1890-1964 (RG10-20-H)

Location: Archives of Ontario. Legal Authority: Archives Act, R.S.O. 1990, c.A.27. Information Maintained: Patient name, mental and medical history, admission and discharge dates, related correspondence. Uses: Research. Users: Researchers. Individuals in Bank: Patients of Lakeshore Psychiatric Hospital. Retention and Disposal: Permanent.

Land Speculation Files, Ministry of Revenue (RG26-21)

Location: Archives of Ontario. Legal Authority: Archives Act, R.S.O. 1990, c.A.27. Information Maintained: Name of land vendor and file number, purchasers, offers to purchase, affidavits, deeds, lien clearance certificates, addresses of vendors and purchasers, value of land (including estimated fair market value), descriptions of property and buildings. Uses: Research. Users: Researchers. Individuals in Bank: Land vendors and purchasers. Retention and Disposal: Permanent.

Langstaff Psychiatric Hospital Case Files, 1942-1960 (RG10-20-M)

Location: Archives of Ontario. Legal Authority: Archives Act, R.S.O. 1990, c.A.27. Information Maintained: Patient name, mental and medical history, admission and discharge dates, related correspondence. Uses: Research. Users: Researchers. Individuals in Bank: Patients of Langstaff Psychiatric Hospital. Retention and Disposal: Permanent.

Legal Aid Case Files, 1975- (RG29-96)

Location: Archives of Ontario. Legal Authority: Archives Act, R.S.O. 1990, c.A.27. Information Maintained: Name and financial information of applicants for and recipients of legal aid. Uses: Research. Users: Researchers. Individuals in Bank: Recipients of legal aid. Retention and Disposal: Permanent.

London Psychiatric Hospital Case Files, Registers and Rolls, 1867-1970 (RG10-20-C)

Location: Archives of Ontario. Legal Authority: Archives Act, R.S.O. 1990, c.A.27. Information Maintained: Patient name, mental and medical history, admission and discharge dates, related correspondence. Uses: Research. Users: Researchers. Individuals in Bank: Patients of London Psychiatric Hospital. Retention and Disposal: Permanent.

Market-Value Survey of Rural Land, 1968-1975 (RG16-27)

Location: Archives of Ontario. Legal Authority: Archives Act, R.S.O. 1990, c.A.27. Information Maintained: Name, property holdings and locations, evaluation of land and tax levels by coded geographical area. Uses: Research. Users: Researchers. Individuals in Bank: Farmers. Retention and Disposal: Permanent.

Military Messes - Liquor Licence Board of Ontario, 1946-1974 (RG36-9)

Location: Archives of Ontario. Legal Authority: Archives Act, R.S.O. 1990, c.A.27. Information Maintained: Name, address, telephone number, rank, strength of unit, inspection, investigation or police reports, licence renewal applications. Uses: Research. Users: Researchers. Individuals in Bank: Applicants, licence holders, military units. Retention and Disposal: Permanent.

Miniature Chest X-Rays (selected), 1977 (RG10-147)

Location: Archives of Ontario. Legal Authority: Archives Act, R.S.O. 1990, c.A.27. Information Maintained: Name, address, miniature chest x-ray film, index slips, diagnostic codes. Uses: Research. Users: Researchers. Individuals in Bank: Employees referred by doctors or employers for chest x-rays in Metropolitan Toronto. Retention and Disposal: Permanent.

Minister's Correspondence - Worker's Compensation Claims, 1930-1940 (RG7-5-2)

Location: Archives of Ontario. Legal Authority: Archives Act, R.S.O. 1990, c.A.27. Information Maintained: Name, address, company, nature of injury, correspondence regarding claims, occupational classification, salary, press clippings, photographs. Uses: Research. Users: Researchers. Individuals in Bank: Claimants. Retention and Disposal: Permanent.

Ministry of Education Personnel Records, 1844-1882 (RG2-L-5)

Location: Archives of Ontario. Legal Authority: Archives Act, R.S.O. 1990, c.A.27. Information Maintained: Name, address, religion, date of appointment, classification, salary, and date of resignation (including normal and model school personnel). Uses: Research. Users: Researchers. Individuals in Bank: Ministry of Education personnel. Retention and Disposal: Permanent.

Minority Language (French) Teachers Bursary Program Files, 1972-1984 (RG32-9)

Location: Archives of Ontario. Legal Authority: Archives Act, R.S.O. 1990, c.A.27. Information Maintained: Name, age, sex, Social Insurance Number, level of teaching, date of issue of Ontario Teaching Certificate or Letter of Standing, proposed course, proof of course registration, course results. Uses: Research.

Users: Researchers. Individuals in Bank: Teachers seeking financial assistance. Retention and Disposal: Permanent.

Mother's Allowance Case Files (selected), 1923-1966 (RG29-36)

Location: Archives of Ontario. Legal Authority: Archives Act, R.S.O. 1990, c.A.27. Information Maintained: Name of applicant, eligibility reports. Uses: Research. Users: Researchers. Individuals in Bank: Selected applicants for Mothers' Allowance benefits. Retention and Disposal: Permanent.

Municipal Tax Reform Policy Files, 1970 (RG6-VIII-4)

Location: Archives of Ontario. Legal Authority: Archives Act, R.S.O. 1990, c.A.27. Information Maintained: Name, location, amount of tax relief received. Uses: Research. Users: Researchers. Individuals in Bank: Farmers. Retention and Disposal: Permanent.

New Venture Loans - Declined, 1986-1987; 1989 (RG9-104)

Location: Archives of Ontario. Legal Authority: Archives Act, R.S.O. 1990, c.A.27. Information Maintained: Social Insurance Number, name, address, home telephone number, sex, date of birth, province of residence, citizenship status, education, business experience, most recent employer, gross annual income, personal finance and creditors, business plan. Uses: Research. Users: Researchers. Individuals in Bank: Applicants who are Ontario residents and aged 18 years and older. Retention and Disposal: Permanent.

Observation and Detention Home Case Files (selected), 1970-1983 (RG60-51; 53; 54)

Location: Archives of Ontario. Legal Authority: Archives Act, R.S.O. 1990, c.A.27. Information Maintained: Name, behaviour reports, registration and discharge information, school progress reports, medical reports. Uses: Research. Users: Researchers. Individuals in Bank: Juveniles residing in Observation and Detention Homes. Retention and Disposal: Permanent.

Office of the Chief Coroner - Coroner's Inquest Files, 1963-1964 (RG33-G-2)

Location: Archives of Ontario. Legal Authority: Archives Act, R.S.O. 1990, c.A.27. Information Maintained: Reports and medical records from coroners, pathologists, hospitals, and the Registrar General, reports from police departments and Crown attorneys concerning death, coroner's statement and jury recommendations

from inquest. Uses: Research. Users: Researchers. Individuals in Bank: Individuals whose death was investigated by a coroner and where the circumstances surrounding the death were felt by the coroner to warrant a formal inquest. Retention and Disposal: Permanent.

Office of the Chief Coroner - Coroner's Investigation Files, 1964 (RG33-G-1)

Location: Archives of Ontario. Legal Authority: Archives Act, R.S.O. 1990, c.A.27. Information Maintained: Name of the deceased, coroner's name, cause of death, post-mortem reports, forensic laboratory reports, inquest results, verdicts, jurors' recommendations and police reports. Uses: Research. Users: Researchers. Individuals in Bank: Individuals whose death was investigated by a coroner. Retention and Disposal: Permanent.

Office of the Fire Marshal - Fire Investigation Files (selected) (Large Loss Fires, Fatal Fires and Explosions), 1929-1977 (RG33-I-8)

Location: Archives of Ontario. Legal Authority: Archives Act, R.S.O. 1990, c.A.27. Information Maintained: Name, home address, date of birth and sex of parties involved in a fire as well as a list of any injuries or fatalities. The date, location and area of building, and the cause of the fire. Uses: Research. Users: Researchers. Individuals in Bank: Owners or occupants of buildings where fire occurred and/or owners, occupants or persons charged with fire-related offences. Retention and Disposal: Permanent.

Offsite Order Logs - Archives of Ontario (RG17)

Location: Archives of Ontario. Legal Authority: Archives Act, R.S.O. 1990, c.A.27. Information Maintained: Name of researcher or staff member, identification of archival material ordered (by reference code/title), researcher's telephone number, reproduction order specifications, date of receipt/return. Uses: Tracking of archival material stored offsite during order procedure and while issued to/returned by researchers in archives reading room or to Archives staff members. Users: Archives staff. Individuals in Bank: Archives researchers (registered and unregistered) and Archives staff. Retention and Disposal: Three years, then destroyed. (Under review.)

Ontario Asylums Committal and Discharge Files, 1901-1931 (RG63-A-4)

Location: Archives of Ontario. Legal Authority: Archives Act, R.S.O. 1990, c.A.27. Information Maintained: Personal, family and medical history. Uses:

Research. Users: Researchers. Individuals in Banks: Persons declared insane by the courts. Retention and Disposal: Permanent.

Ontario Career Action Program Trainee Files, 1977-1978 (RG32-5)

Location: Archives of Ontario. Legal Authority: Archives Act, R.S.O. 1990, c.A.27. Information Maintained: Name, age, copy of birth certificate or other proof of age and citizenship, address, Social Insurance Number, education and employment history, report of academic standing, and letters of reference, work experience agreements, supervisor's monthly performance appraisals, internal counselling forms, and trainee movement reports. Uses: Research. Users: Researchers. Individuals in Bank: Graduate trainees applying to the Career Action Program. Retention and Disposal: Permanent.

Ontario Graduate Scholarship Program Files, 1963-1984 (RG32-8)

Location: Archives of Ontario. Legal Authority: Archives Act, R.S.O. 1990, c.A.27. Information Maintained: Name; age; sex; address; Social Insurance Number; citizenship; mother tongue; education; proposed program of study and institution; other scholarships, transcripts, references and academic ranking. Uses: Research. Users: Researchers. Individuals in Banks: Students seeking financial assistance for graduate studies. Retention and Disposal: Permanent.

Ontario Home Buyers' Grant Files, 1975-1979 (RG26)

Location: Archives of Ontario. Legal Authority: Archives Act, R.S.O. 1990, c.A.27. Information Maintained: Name, address, telephone numbers, applicant's and spouse's Social Insurance Number, marital status, birth date, maiden name, purchase price of home and date acquired. Uses: Research. Users: Researchers. Individuals in Banks: Applicants to grant program. Retention and Disposal: Permanent.

Ontario Home Renewal Program Files (OHRP), 1974-1982 (RG43)

Location: Archives of Ontario. Legal Authority: Archives Act, R.S.O. 1990, c.A.27. Information Maintained: Names, addresses and financial data of homeowners applying for home renovation grants; municipality details and staff assessments. Uses:

Research. Users: Researchers. Individuals in Banks: Applicants to grant program. Retention and Disposal: Permanent.

Ontario Provincial Police Applications for Enrolment, 1909-1925 (RG23-C-1)

Location: Archives of Ontario. Legal Authority: Archives Act, R.S.O. 1990, c.A.27. Information Maintained: Name, age, background, personal history. Uses: Research. Users: Researchers. Individuals in Banks: Applicants. Retention and Disposal: Permanent.

Ontario Provincial Police Commendatory Correspondence, 1910-1976 (RG23-C-4)

Location: Archives of Ontario. Legal Authority: Archives Act, R.S.O. 1990, c.A.27. Information Maintained: Name of OPP staff member, persons corresponding, address, nature of activity resulting in commendatory remarks, and covering remarks of OPP management. Uses: Research. Users: Researchers. Individuals in Bank: OPP personnel. Retention and Disposal: Permanent.

Ontario Provincial Police Complaints Correspondence, 1910-1981 (RG23-C-6; C-7)

Location: Archives of Ontario. Legal Authority: Archives Act, R.S.O. 1990, c.A.27. Information Maintained: Name of OPP staff member, persons corresponding, address, nature of activity resulting in complaint, specific complaint lodged, OPP investigative notes, notes on disciplinary action taken and covering remarks of OPP management. Uses: Research. Users: Researchers. Individuals in Bank: OPP personnel. Retention and Disposal: Permanent.

Ontario Provincial Police Criminal Investigation Reports, 1909-1977 (RG23-E-1 to E-126)

Location: Archives of Ontario. Legal Authority: Archives Act, R.S.O. 1990, c.A.27. Information Maintained: Name, address, sex, nature of crime committed, criminal investigation reports, photographs, maps, objects as evidence, fingerprints, criminal history reports. Uses: Research. Users: Researchers. Individuals in Bank: Persons under investigation. Retention and Disposal: Permanent.

Ontario Provincial Police Honours and Awards Correspondence, 1965-1979 (RG23-23)

Location: Archives of Ontario. Legal Authority: Archives Act, R.S.O. 1980, c.A.27. Information Maintained: Name, circumstances of action, date, honour

or award given, correspondence. Uses: Research. Users: Researchers. Individuals in Bank: Constables and officers. Retention and Disposal: Permanent.

Ontario Provincial Police Major Occurrence Reports, 1969-1983 (RG23-I)

Location: Archives of Ontario. Legal Authority: Archives Act, R.S.O. 1990, c.A.27. Information Maintained: Nature of crime and file number, name, address, sex, criminal investigation reports, photographs, maps, fingerprints and criminal history reports. Uses: Research. Users: Researchers. Individuals in Bank: Persons under investigation. Retention and Disposal: Permanent.

Ontario Provincial Police Private Investigators and Security Guards Licensing Files - Agencies, 1910-1974 (RG23-H-3)

Location: Archives of Ontario. Legal Authority: Archives Act, R.S.O. 1990, c.A.27. Information Maintained: Name of agency, principal officers and employees, duplicate of licences issued, correspondence and complaints concerning agency and its employees, and investigative notes on complaints received. All files concern agencies now out of business. Uses: Research. Users: Researchers. Individuals in Bank: Private investigators and security guards. Retention and Disposal: Permanent.

Ontario Provincial Police - Separated Commissioned Officers Staff Records, 1922-1945 (RG23-C-3)

Location: Archives of Ontario. Legal Authority: Archives Act, R.S.O. 1990, c.A.27. Information Maintained: Name, age, employment history, cases handled, salary. Uses: Research. Users: Researchers. Individuals in Bank: Constables promoted to commissioned officers. Retention and Disposal: Permanent.

Ontario Special Bursary Plan Files, 1979-1983 (RG32-11)

Location: Archives of Ontario. Legal Authority: Archives Act, R.S.O. 1990, c.A.27. Information Maintained: Name, age, sex, address, Social Insurance Number, citizenship, residence history, marital status, income, number of children, education and work history. Uses: Research. Users: Researchers. Individuals in Bank: Students seeking financial assistance for academic upgrading programs or part-time courses at post-secondary institutions. Retention and Disposal: Permanent.

Ontario Students Records, 1873-1924 (RG2)

Location: Archives of Ontario. Legal Authority: Archives Act, R.S.O. 1990, c.A.27. Information Maintained: Name, age, address, examination results, certificates and/or diplomas. Uses: Research. Users: Researchers. Individuals in Bank: Students. Retention and Disposal: Permanent.

Pathology Reports and Slides - Thunder Bay, 1947-1966 (RG10-62)

Location: Archives of Ontario. Legal Authority: Archives Act, R.S.O. 1990, c.A.27. Information Maintained: Name, case number and medical and diagnostic information about Ontario patients of general hospitals. Uses: Research. Users: Researchers. Individuals in Bank: Patients of Northern Ontario hospitals for whom tissue samples were submitted for pathological analysis. Retention and Disposal: Permanent.

Patient Case Files - Syphilis, 1920-1981 (RG10-223)

Location: Archives of Ontario. Legal Authority: Archives Act, R.S.O. 1990, c.A.27. Information Maintained: Name, medical history. Uses: Research. Users: Researchers. Individuals in Bank: People reported to have syphilis. Retention and Disposal: Permanent.

Penetanguishene Mental Health Centre Case Files and Registers, 1904-1977 (RG10-20-J)

Location: Archives of Ontario. Legal Authority: Archives Act, R.S.O. 1990, c.A.27. Information Maintained: Patient name, mental and medical history, admission and discharge dates, related correspondence. Uses: Research. Users: Researchers. Individuals in Bank: Patients of Penetanguishene Mental Health Centre. Retention and Disposal: Permanent.

Personnel Files - Archives of Ontario, 1977 (RG17-3)

Location: Archives of Ontario. Legal Authority: Archives Act, R.S.O. 1990, c.A.27. Information Maintained: Name, age, salary, recommendations. Uses: Research. Users: Researchers. Individuals in Bank: Selected employees. Retention and Disposal: Permanent.

Personnel Files - Ministry of Labour, 1934-1973 (RG7-107)

Location: Archives of Ontario. Legal Authority: Archives Act, R.S.O. 1990, c.A.27. Information Maintained: Name, address, telephone number, age, date of birth, Social Insurance Number, marital status, physical description, education, war record, salary and benefits, employee number, job name and code,

employee interviews, recommendations, qualifications, vacation/holiday credits, job applications. Uses: Research. Users: Researchers. Individuals in Bank: Senior civil servants employed by the Ministry of Labour. Retention and Disposal: Permanent.

Personnel Files (former Department of Mines)
(RG13-D-1)

Location: Archives of Ontario. Legal Authority: Archives Act, R.S.O. 1990, c.A.27. Information Maintained: Employee name, age, address, marital status, educational history, past employment, salary, performance appraisals, group insurance numbers, chest x-ray reports, health category reports. Uses: Research. Users: Researchers. Individuals in Bank: Personnel, former Department of Mines. Retention and Disposal: Permanent.

Personnel Files - Provincial Board of Health, 1904-1921
(RG62-B-3-A)

Location: Archives of Ontario. Legal Authority: Archives Act, R.S.O. 1990, c.A.27. Information Maintained: Name, salary, duties. Uses: Research. Users: Researchers. Individuals in Bank: Selected officers. Retention and Disposal: Permanent.

Practitioners Register Catalogue, 1977-1980 (RG30-20)

Location: Archives of Ontario. Legal Authority: Archives Act, R.S.O. 1990, c.A.27. Information Maintained: Name, address, practice type, district, licence and date. Uses: Research. Users: Researchers. Individuals in Bank: Registered medical practitioners. Retention and Disposal: Permanent.

Prison and Jail Registers, 1832-1976 (RG20-E; F)

Location: Archives of Ontario. Legal Authority: Archives Act, R.S.O. 1990, c.A.27. Information Maintained: Inmate number, name, offence, date, place and term of conviction, age, height, physical, description, education, marital status, sex, date of discharge and magistrate's remarks. Uses: Research. Users: Researchers. Individuals in Bank: Inmates. Retention and Disposal: Permanent.

Private Manuscript Donor Index

Location: Archives of Ontario. Legal Authority: Archives Act, R.S.O. 1990, c.A.27. Information Maintained: Donor's name, address, date of the accession, terms of accession and accession number. Uses: Maintain control over private manuscript

accessions. Users: Archives staff. Individuals in Bank: Donors. Retention and Disposal: Permanent.

Probation and Aftercare Files, Juvenile (selected), 1952-1985 (RG60-55)

Location: Archives of Ontario. Legal Authority: Archives Act, R.S.O. 1990, c.A.27. Information Maintained: Name, family and educational information about juvenile wards and parolees arranged according to area. Uses: Research. Users: Researchers. Individuals in Bank: Juvenile parolees. Retention and Disposal: Permanent.

Probation and Parole Files (selected from various Ontario locations), 1972-1988 (RG20-G-1 to G-17)

Location: Archives of Ontario. Legal Authority: Archives Act, R.S.O. 1990, c.A.27. Information Maintained: Name, age, address, relatives, criminal offences, probation and parole ordered, compliance with probation officials, notes of meetings and difficulties and background documentation of individual's social milieu. Uses: Research. Users: Researchers. Individuals in Bank: Individuals granted probation or parole. Retention and Disposal: Permanent.

Producer Audit Files, Milk Commission of Ontario, 1963-1973 (RG16-169)

Location: Archives of Ontario. Legal Authority: Archives Act, R.S.O. 1990, c.A.27. Information Maintained: Name of producer, audit and investigation reports on operations and financial condition, correspondence, financial statements and exhibits. Uses: Research. Users: Researchers. Individuals in Bank: Milk producers. Retention and Disposal: Permanent.

Producer Files, Fund for Milk and Cream Producers, 1965-1976 (RG16-169)

Location: Archives of Ontario. Legal Authority: Archives Act, R.S.O. 1990, c.A.27. Information Maintained: Name, financial statements, confidential financial reports and fee collection sheets. Uses: Research. Users: Researchers. Individuals in Bank: Milk producers. Retention and Disposal: Permanent.

Professional Credentials - Inactive Nurses, 1912-1968 (RG10-30)

Location: Archives of Ontario. Legal Authority: Archives Act, R.S.O. 1990, c.A.27. Information Maintained: Name of nurse, education, work experience, bursary information. Uses: Research. Users: Researchers. Individuals in Bank: Public health nurses

trained in Ontario and formerly employed in local official health agencies. Retention and Disposal: Permanent.

Provincial Benefits Case Review Files (selected), 1978-1980 (RG29-02)

Location: Archives of Ontario. Legal Authority: Archives Act, R.S.O. 1990, c.A.27. Information Maintained: Name, medical and financial information about recipients of provincial benefits who have problems with or questions concerning eligibility or entitlement. Uses: Research. Users: Researchers. Individuals in Bank: Recipients of provincial welfare benefits. Retention and Disposal: Permanent.

Psychiatric and Retarded Patients Correspondence, 1962-1971 (RG10-60)

Location: Archives of Ontario. Legal Authority: Archives Act, R.S.O. 1990, c.A.27. Information Maintained: Personal, medical and family history. Uses: Research. Users: Researchers. Individuals in Bank: Psychiatric and retarded patients. Retention and Disposal: Permanent.

Psychiatric Hospitals Master Patient and Resident Index, 1870-1975 (RG10-20-A-4)

Location: Archives of Ontario. Legal Authority: Archives Act, R.S.O. 1990, c.A.27. Information Maintained: Personal and medical history. Uses: Research. Users: Researchers. Individuals in Bank: Patients of psychiatric hospitals. Retention and Disposal: Permanent.

Public Health Nurses Staff Files, 1927-1935 (RG10-30-A-6)

Location: Archives of Ontario. Legal Authority: Archives Act, R.S.O. 1990, c.A.27. Information Maintained: Name and educational information. Uses: Research. Users: Researchers. Individuals in Bank: Public health nurses. Retention and Disposal: Permanent.

Public Service Grievance Board - Completed Grievance Files, 1960-1973 (RG25, 0-1-1)

Location: Archives of Ontario. Legal Authority: Archives Act, R.S.O. 1990, c.A.27. Information Maintained: Names, addresses, type of grievance, remedy requested and decision. Uses: Research. Users: Researchers. Individuals in Bank: Public service employees who were appellants, witnesses or respondents. Retention and Disposal: Permanent.

Public Service Grievance Board (Ontario Joint Council) - Classification Grievance Files, 1962-1973 (RG25)

Location: Archives of Ontario. Legal Authority: Archives Act, R.S.O. 1990, c.A.27. Information Maintained: Names, addresses, type of grievance, remedy requested and decision. Uses: Research. Users: Researchers. Individuals in Bank: Public service employees who were appellants, witnesses or respondents. Retention and Disposal: Permanent.

Queen Street Mental Health Centre Admission Orders and Histories, Case Files and Registers and Rolls, 1841-1980 (RG-10-20-B)

Location: Archives of Ontario. Legal Authority: Archives Act, R.S.O. 1990, c.A.27. Information Maintained: Patient name, mental and medical history, admission and discharge dates, related correspondence. Uses: Research. Users: Researchers. Individuals in Bank: Patients admitted to Queen Street Mental Health Centre. Retention and Disposal: Permanent.

Reading Room Daily Register - Archives of Ontario (RG17)

Location: Archives of Ontario. Legal Authority: Archives Act, R.S.O. 1990, c.A.27. Information Maintained: Name, time of arrival, research pass number, locker number, time of departure. Uses: Identify bona fide users of the archives; maintain security of archival holdings issued to specific users; assist in research and statistical reports; assist in space allocation. Users: Archives staff. Individuals in Bank: Registered Archives researchers. Retention and Disposal: Ten years, then transferred to archives. (Under review.)

Reading Room Registration Records - Archives of Ontario (RG17)

Location: Archives of Ontario. Legal Authority: Archives Act, R.S.O. 1990, c.A.27. Information Maintained: Name, address, telephone number, type of research, subject of research, personal identifier. Uses: Identify bona fide users of the archives; maintain security of archival holdings issued to specific users; assist in research and statistical reports; assist in space allocation; allow contact with users to whom specific materials are issued in case of loss, legal restrictions or violations. Users: Archives staff. Individuals in Bank: Archives researchers. Retention and Disposal: Five years, then destroyed. (Under review.)

Reading Room Request Slips - Archives of Ontario (RG17)

Location: Archives of Ontario. Legal Authority: Archives Act, R.S.O. 1990, c.A.27. Information Maintained: Name of researcher, research pass/locker number, identification of archival material ordered, date material ordered/returned, relevant access restriction. Uses: Tracking of archival material issued to/returned by researchers in archives reading room. Users: Archives staff. Individuals in Bank: Registered Archives researchers. Retention and Disposal: Three years, then destroyed. (Under review.)

Record of Revenue Transactions (Archives of Ontario)

Location: Archives of Ontario. Legal Authority: Archives Act, R.S.O. 1990, c.A.27. Information Maintained: Name, address, identifier number, request information, payment record. Uses: Log information requested; prepare production copies; record and report revenue transactions; prepare statistical reports. Users: Managers, Finance and Administration staff. Individuals in Bank: Users of research/reproduction services. Retention and Disposal: Not determined.

Records of the Victoria Industrial School, Mimico, 1887-1935 (RG8-II-25-C)

Location: Archives of Ontario. Legal Authority: Archives Act, R.S.O. 1990, c.A.27. Information Maintained: Name and case number of inmate, record of offenses and punishments, address, date and place of birth, physical description, sex, education, health, medical history, employment history, family details, aptitudes, abilities, character, activities. Uses: Research. Users: Researchers. Individuals in Bank: Juvenile inmates aged 14-21. Retention and Disposal: Permanent.

Refund Bonus Certificates, 1873-1874 (RG11-I)

Location: Archives of Ontario. Legal Authority: Archives Act, R.S.O. 1990, c.A.27. Information Maintained: Name, age, occupation and nationality of those immigrants paid to come to Ontario. Uses: Research. Users: Researchers. Individuals in Bank: Immigrants who came to Ontario and settled for minimum of three months, their sponsors. Retention and Disposal: Permanent.

Regional Children's Centre Case Files - Thunder Bay (selected), 1964-1979 (RG29-76)

Location: Archives of Ontario. Legal Authority: Archives Act, R.S.O. 1990, c.A.27. Information Maintained: Outpatient's registration/termination, date of

birth, family background, parent evaluation, case formulation, psychological report, art work, progress notes. Uses: Research. Users: Researchers. Individuals in Bank: Children in Regional Children's Centre, Thunder Bay. Retention and Disposal: Permanent.

Rehabilitation Case Files - "A" and "R" (selected), 1968-1986 (RG29-38)

Location: Archives of Ontario. Legal Authority: Archives Act, R.S.O. 1990, c.A.27. Information Maintained: Name and case number, medical, financial and educational information. Uses: Research. Users: Researchers. Individuals in Bank: Applicants and recipients of vocational rehabilitation services. Retention and Disposal: Permanent.

Rent Review Operating Files - Residential Tenancy Commission, 1979-1984 (RG43)

Location: Archives of Ontario. Legal Authority: Archives Act, R.S.O. 1990, c.A.27. Information Maintained: Applications for rent review (increase, rebate or reduction) by landlords or tenants, supporting financial documentation, and names and addresses of landlords and tenants. Uses: Research. Users: Researchers. Individuals in Bank: Tenants and landlords. Retention Disposal: Permanent.

Reports - Worker's Compensation Board, 1957 (RG39-1)

Location: Archives of Ontario. Legal Authority: Archives Act, R.S.O. 1990, c.A.27. Information Maintained: Name of claimant, claim number, occupation, cause of occupational disease, parts of body affected, employer, address of employer, attending physician. Uses: Research. Users: Researchers. Individuals in Bank: Claimants, employer of claimant, physicians. Retention and Disposal: Permanent.

Secondary School Inspectors' Reports and Principals' Statements, 1854-1971 (RG2- G-1-A; G-1-B; G-1-D; G-2-A to G-2-C; I-1)

Location: Archives of Ontario. Legal Authority: Archives Act, R.S.O. 1990, c.A.27. Information Maintained: Name, salary, religion, certification, opinions regarding the experience, qualifications, quality and character of teachers in public, private and separate schools, by geographical location. Uses: Research. Users: Researchers. Individuals in Bank: Teachers. Retention and Disposal: Permanent.

Selected Adult Inmate Case Files: Main Office Copy, 1933-1961 (RG20-D-1)

Location: Archives of Ontario. Legal Authority: Archives Act, R.S.O. 1990, c.A.27. Information Maintained: Name, date of birth, birth place, nationality, immigration date, occupation, religion, marital status, education background, dependants, previous convictions, offence, sentence, name of judge, release date. Uses: Research. Users: Researchers. Individuals in Bank: Adult inmates (16 years of age and older) committed to a provincial jail, prison or correctional facility; Ministry of Correctional Services employees and police officers. Retention and Disposal: Permanent.

Small Business Development Corporation - Rejected, Withdrawn, Revoked Applications/Proposals, 1979-1985 (RG26)

Location: Archives of Ontario. Legal Authority: Archives Act, R.S.O. 1990, c.A.27. Information Maintained: Names, addresses and dates of birth of investors. Financial details of investment. Uses: Research. Users: Researchers. Individuals in Bank: Applicant investors and deregistered investors for SDBC grants. Retention and Disposal: Permanent.

Social Assistance Review Board Notices of Decision, 1969-1984 (RG29-129)

Location: Archives of Ontario. Legal Authority: Archives Act, R.S.O. 1990, c.A.27. Information Maintained: Name, case number and eligibility information pertaining to recipients of general welfare assistance. Uses: Research. Users: Researchers. Individuals in Bank: Welfare recipients. Retention and Disposal: Permanent.

Socio-Economic Problems of Eastern Ontario Farm Families, 1963-1967 (RG16-26)

Location: Archives of Ontario. Legal Authority: Archives Act, R.S.O. 1990, c.A.27. Information Maintained: Name, property holdings, property evaluation, personal income statistics, survey data and reports by geographical code. Uses: Research. Users: Researchers. Individuals in Bank: Farm families. Retention and Disposal: Permanent.

Soldiers Aid Commission Canteen Fund Files (selected), 1929-1976 (RG29-65)

Location: Archives of Ontario. Legal Authority: Archives Act, R.S.O. 1990, c.A.27. Information Maintained: Name, financial, family and medical information re applicants and recipients of support from Canteen Fund. Uses: Research. Users: Researchers.

Individuals in Bank: Recipients of aid. Retention and Disposal: Permanent.

Special/Auxiliary Education and Provincial Schools Records, 1872-1975 (RG2-K-3; K-4)

Location: Archives of Ontario. Legal Authority: Archives Act, R.S.O. 1990, c.A.27. Information Maintained: Name, age, address, IQ and examination results, family, medical and education histories of students with physical and learning disabilities. Uses: Research. Users: Researchers. Individuals in Bank: Students with physical and learning disabilities. Retention and Disposal: Permanent.

Special Investigations Branch - Tax Investigation Files, 1972-1985 (RG26-27)

Location: Archives of Ontario. Legal Authority: Archives Act, R.S.O. 1990, c.A.27. Information Maintained: Name, age, business position, financial business information of individuals or companies under investigation. Uses: Research. Users: Researchers. Individuals in Bank: Individuals suspected of non-compliance with the requirements of tax revenue statutes and grants program administration. Retention and Disposal: Permanent.

Special Scholarships and Fellowships Files, 1975-1983 (RG32-13)

Location: Archives of Ontario. Legal Authority: Archives Act, R.S.O. 1990, c.A.27. Information Maintained: Name, address, telephone, Social Insurance Number, mother tongue, sex, residence history, intended program of study and name of institution, language of instruction, transcripts, letters of recommendation. Uses: Research. Users: Researchers. Individuals in Bank: Students seeking financial assistance. Retention and Disposal: Permanent.

Standard Hotel Files, 1920-1946 (RG36-1)

Location: Archives of Ontario. Legal Authority: Archives Act, R.S.O. 1990, c.A.27. Information Maintained: Name, address, telephone number, nationality, length of residency in Ontario, age, marital status, financial information, photographs, architectural drawings, floor plans, club membership lists, inspection reports, licence renewal applications. Uses: Research. Users: Researchers. Individuals in Bank: Licence holders. Retention and Disposal: Permanent.

Student Venture Capital Program Files, 1981-1983 (RG54-29)

Location: Archives of Ontario. Legal Authority: Archives Act, R.S.O. 1990, c.A.27. Information Maintained: Name, recommendation for approval of loan, personal information, repayment cheques, follow-up correspondence. Uses: Research. Users: Researchers. Individuals in Bank: Students and organizations participating in program. Retention and Disposal: Permanent.

Student Venture Capital Rejected/Cancelled Loan Application Files, 1984 (RG54)

Location: Archives of Ontario. Legal Authority: Archives Act, R.S.O. 1990, c.A.27. Information Maintained: Name, address, telephone number, Social Insurance Number, references, credit profile, business plan, business address, educational history, Student Venture Program rating, contracts with third parties, contracts with Ministry of Skills Development. Uses: Research. Users: Researchers. Individuals in Bank: High school, community college and university students applying for Student Venture Capital loans. Retention and Disposal: Permanent.

Subrogation Files, 1968-1980 (RG39-3)

Location: Archives of Ontario. Legal Authority: Archives Act, R.S.O. 1990, c.A.27. Information Maintained: Name, address of injured worker, defendants and representatives, medical information, Social Insurance Number, claim file number, wage information and employment history, public liability insurance particulars, interpretations and legal opinions. Uses: Research. Users: Researchers. Individuals in Bank: Employees receiving Workers' Compensation benefits, WCB staff, legal representatives, physicians. Retention and Disposal: Permanent.

Subsidies Branch - Farm Tax Reduction Program, 1970-1975 (RG50)

Location: Archives of Ontario. Legal Authority: Archives Act, R.S.O. 1990, c.A.27. Information Maintained: Names and addresses of farmers, school support, roll number, farm property assessment and ownership information, property taxes paid, land use. Uses: Research. Users: Researchers. Individuals in Bank: Farmers receiving rebates on property taxes. Retention and Disposal: Permanent.

Subsidies Branch - Provincial Properties Program, 1969-1980 (RG50)

Location: Archives of Ontario. Legal Authority: Archives Act, R.S.O. 1990, c.A.27. Information Maintained: Names and addresses of tenants of provincial properties, school support, property assessment and ownership information, share of property taxes paid and land use. Uses: Research. Users: Researchers. Individuals in Bank: Tenants of provincial properties. Retention and Disposal: Permanent.

Summer Language Bursary Program Files, 1971-1986 (RG32-12)

Location: Archives of Ontario. Legal Authority: Archives Act, R.S.O. 1990, c.A.27. Information Maintained: Name, address, telephone number, Social Insurance Number, age, sex, citizenship, education, employment history; name, address, telephone number of student's parents, student's evaluation of course. Uses: Research. Users: Researchers. Individuals in Bank: Students seeking financial assistance for second-language immersion courses. Retention and Disposal: Permanent.

Tax Appeals Branch - Precedent Case Files, 1971-1987 (RG26-58)

Location: Archives of Ontario. Legal Authority: Archives Act, R.S.O. 1990, c.A.27. Information Maintained: Name, address, telephone number, account number, permit number, Old Age Security Number, Social Insurance Number, financial transactions, legal opinions, third-party references, personal opinions, correspondence and replies. Uses: Research. Users: Researchers. Individuals in Bank: Individuals filing a notice of appeal with the Tax Appeals Branch, Ministry of Revenue. Retention and Disposal: Permanent.

Tax Appeals, Closed Files, 1981-1982 (RG26-57)

Location: Archives of Ontario. Legal Authority: Archives Act, R.S.O. 1990, c.A.27. Information Maintained: Name, address, telephone number, account number, permit number, Old Age Security Number, Social Insurance Number, financial transactions, legal opinions, third-party references, personal opinions, correspondence and replies. Uses: Research. Users: Researchers. Individuals in Bank: Individuals filing a notice of appeal with the Tax Appeals Branch, Ministry of Revenue. Retention and Disposal: Permanent.

Tax Objections, Closed Files, 1971-1981 (RG26-29)

Location: Archives of Ontario. Legal Authority: Archives Act, R.S.O. 1990, c.A.27. Information

Maintained: Name, address, telephone number, account number, permit number, Old Age Security Number, Social Insurance Number, financial transactions, legal opinions, third-party references, personal opinions, correspondence and replies. Uses: Research. Users: Researchers. Individuals in Bank: Individuals filing a notice of objection with the Tax Appeals Branch, Ministry of Revenue. Retention and Disposal: Permanent.

Teachers' and Principals' Application, Examination and Certification Records, 1847-1975 (RG2-H-1 to H-3)

Location: Archives of Ontario. Legal Authority: Archives Act, R.S.O. 1990, c.A.27. Information Maintained: Name, age, address, religion, certificate of moral character, course, IQ, examination results, instructor's remarks, certificates and/or degrees held, letter of standing number, certificate issue and expiry dates, education and teaching history of teachers, principals, municipal recreation directors, and vocational specialists. Uses: Research. Users: Researchers. Individuals in Bank: Teachers and principals. Retention and Disposal: Permanent.

Teachers' Superannuation Records, 1852-1948 (RG2-M-1-A to M-1-C;M-2)

Location: Archives of Ontario. Legal Authority: Archives Act, R.S.O. 1990, c.A.27. Information Maintained: Name, age, amount of pension contributed/received, date of retirement, years of service, registered number, medical certificate, certificate of moral character, and date of death of superannuated teachers and inspectors. Uses: Research. Users: Researchers. Individuals in Bank: Retired teachers and inspectors applying for and receiving pension benefits. Retention and Disposal: Permanent.

Thalidomide Case Files, 1962-1976 (RG10-187)

Location: Archives of Ontario. Legal Authority: Archives Act, R.S.O. 1990, c.A.27. Information Maintained: Name, medical and financial information about Ontario residents affected by thalidomide. Uses: Legal and historical. Users: Historians, sociologists, statisticians and lawyers. Individuals in Bank: Victims of thalidomide. Retention and Disposal: Permanent.

Toronto (Don) Jail Staff Files, 1955-1974 (RG20-F-43; K-10 to K-18)

Location: Archives of Ontario. Legal Authority: Archives Act, R.S.O. 1990, c.A.27. Information Maintained: Name, application, background information, correspondence, appraisal reports and photographs. Uses:

Research. Users: Researchers. Individuals in Bank: Staff of the Toronto (Don) Jail. Retention and Disposal: Permanent.

Toronto Reception Hospital for the Insane Case Files and Registers, 1914-1920 (RG10-20-G)

Location: Archives of Ontario. Legal Authority: Archives Act, R.S.O. 1990, c.A.27. Information Maintained: Patient name, mental and medical history, admission and discharge dates, related correspondence. Uses: Research. Users: Researchers. Individuals in Bank: Patients of Toronto Reception Hospital for the Insane. Retention and Disposal: Permanent.

Toronto Training School for Girls Jail Register, Index Record Book and Admission Examination Book, 1952-1958 (RG60-35; 36; 37)

Location: Archives of Ontario. Legal Authority: Archives Act, R.S.O. 1990, c.A.27. Information Maintained: Name, date of admission, date of discharge, offence and sentence, demographic data, medical and family history. Uses: Research. Users: Researchers. Individuals in Bank: Juvenile wards in the Ontario Training School for Girls, Toronto. Retention and Disposal: Permanent.

Training School Advisory Board Admission Registers, 1931-1968 (RG60-2)

Location: Archives of Ontario. Legal Authority: Archives Act, R.S.O. 1990, c.A.27. Information Maintained: Name, date and status of admission, place of residence. Uses: Research. Users: Researchers. Individuals in Bank: Youth admitted or committed to training school. Retention and Disposal: Permanent.

Training School Advisory Board (Main Office) Ward Files (selected), 1890s-1985 (RG60)

Location: Archives of Ontario. Legal Authority: Archives Act, R.S.O. 1990, c.A.27. Information Maintained: Name, medical, psychological and academic reports, family history, juvenile court proceedings. Uses: Research. Users: Researchers. Individuals in Bank: Juvenile wards in the Ontario Industrial and Training Schools. Retention and Disposal: Permanent.

Trends in Farm Abandonment Study, 1956-1962 (RG16-25)

Location: Archives of Ontario. Legal Authority: Archives Act, R.S.O. 1990, c.A.27. Information Maintained: Name, location of property, financial evaluation, personal income statistics, analysis of information, surveys undertaken, maps and final reports

by geographical code. Uses: Research. Users: Researchers. Individuals in Bank: Farmers. Retention and Disposal: Permanent.

Trust Files of Deceased Persons (selected), 1944-1976 (RG4-54)

Location: Archives of Ontario. Legal Authority: Archives Act, R.S.O. 1990, c.A.27. Information Maintained: Name, year of death, financial statements and financial management accounts, cheques, Social Insurance cards and other personal documents, correspondence and other personal papers. Uses: Research. Users: Researchers. Individuals in Bank: Individuals committed to provincial institutions as insane or otherwise unable to manage their affairs, and who are now deceased. Retention and Disposal: Permanent.

Trust Files of Persons Released from Institutions for the Insane, 1966 (RG4-54)

Location: Archives of Ontario. Legal Authority: Archives Act, R.S.O. 1990, c.A.27. Information Maintained: Name, year of release, financial information, Social Insurance Number, personal history. Uses: Research. Users: Researchers. Individuals in Bank: Individuals released from institutions for the insane. Retention and Disposal: Permanent.

Whitby Psychiatric Hospital Hemodialysis Files, 1978-1980 (RG10-20-N)

Location: Archives of Ontario. Legal Authority: Archives Act, R.S.O. 1990, c.A.27. Information Maintained: Patient name, mental and medical history, admission and discharge dates, information regarding hemodialysis treatment, related correspondence. Uses: Research. Users: Researchers. Individuals in Bank: Hemodialysis patients at Whitby Psychiatric Hospital. Retention and Disposal: Permanent.

Will and Grant Probate Administration, 1813-1967 (RG22)

Location: Archives of Ontario. Legal Authority: Archives Act, R.S.O. 1990, c.A.27. Information Maintained: Name, application, inventory of goods, accompanying affidavits, original will and codicil, copy of grant of probate, bonds. Uses: Research. Users: Researchers. Individuals in Bank: Deceased persons whose wills have been probated. Retention and Disposal: Permanent.

Young Offenders Case Files, 1983- (RG60-57)

Location: Archives of Ontario. Legal Authority: Archives Act, R.S.O. 1990, c.A.27. Information Maintained: Name, date of birth, data on parents, guardianship status, education, medical and behavioural information, financial information, criminal offences, admission and discharge documents, case supervision and related correspondence. Uses: Research. Users: Researchers. Individuals in Bank: Young offenders and youths awaiting court appearance. Retention and Disposal: Permanent.

Young Offenders' Case Files, 1927-1984 (RG22)

Location: Archives of Ontario. Legal Authority: Young Offenders' Act, 1986, c.32, Canada; Archives Act, R.S.O. 1990, c.A.27. Information Maintained: Name, age, sex, nature of offence, psychiatric reports, educational reports. Uses: Research. Users: Researchers. Individuals in Bank: Young offenders under 18 years of age. Retention and Disposal: Permanent.

Public Records

Information on land tax registers and marriage registers is maintained by the Archives of Ontario and is made available to the general public. Individual Case Files from the Supreme Court, District Court, Surrogate Court and Provincial Court (Criminal/Family and Civil Divisions) are available to the general public upon application except those records that have been ordered sealed by a judge or where access is restricted by legislation.

Action Matters - Supreme, County, District and Surrogate Courts of Ontario, 1861-1967 (RG22)

Location: Archives of Ontario. Legal Authority: Archives Act, R.S.O. 1990, c.A.27. Information Maintained: Name, address, financial status, occupation, age, family situation, living conditions, orders and judgments, indexes, order books, procedure books. Uses: Research. Users: Researchers. Individuals in Bank: Individuals party to a litigation proceeding. Retention and Disposal: Permanent.

Land Tax Registers, Exempted Properties, Unorganized Territories (RG26-19)

Purpose: Historical. Legal Authority: Archives Act, R.S.O. 1990, c.A.27. Information Maintained: Name of owner, address, lot location, value of land and/or improvements, taxes paid, taxes unpaid, penalties.

Retrievability: District, township, name. Retention and Disposal: Permanent. Access Procedures: Written request. Archivist of Ontario, 77 Grenville Street, Toronto, Ontario, M7A 2R9, telephone: (416) 327-1602.

Marriage Registers Collection, 1800-1948 (RG8-I-6-A to I-6-D; MS248)

Purpose: Historical. Legal Authority: Archives Act, R.S.O.1990, c.A.27. Information Maintained: Name of bride and groom, ages, place of birth, residence, parents, witnesses, marriage date, denomination, clergy, and some birth, baptism and death registrations.

Retrievability: District, county, clergy or church/mission, then name. Retention and Disposal: Permanent. Access Procedures: Self-service microfilm in public reading room of the Archives of Ontario, 77 Grenville Street, Toronto, Ontario, M7A 2R9, telephone: (416) 327-1602.

Vital Statistics - Births, 1869-1896 (RG80)

Purpose: Historical. Legal Authority: Archives Act, R.S.O. 1990, c.A.27. Information Maintained: Name, date of birth, place of birth, sex, names of parents, maiden name of mother, rank of profession/occupation of father, signature and residence of father, name of accoucheur, name of physician, registration date, registration number. Retrievability: Name and registration number. Retention and Disposal: Permanent. Access Procedures: Written request. Archivist of Ontario, 77 Grenville Street, Toronto, Ontario, M7A 2R9, telephone: (416) 327-1602.

Vital Statistics - Deaths, 1869-1921, 1939-1947 (RG80)

Purpose: Historical. Legal Authority: Archives Act, R.S.O.1990, c.A.27. Information Maintained: Name, age, sex, religious affiliation, rank of profession/occupation, place of birth of the deceased, date and cause of death, name and description of informant, name of physician in attendance, county of registration, date and number of registration. Retrievability: Name and registration number. Retention and Disposal: Permanent. Access Procedures: Written request. Archivist of Ontario, 77 Grenville Street, Toronto, Ontario, M7A 2R9, telephone: (416) 327-1602.

Vital Statistics - Marriages, 1858-1911 (RG80)

Purpose: Historical. Legal Authority: Archives Act, R.S.O.1990, c.A.27. Information Maintained: Names of bride and groom, age and residence, place of birth, occupation, names of parents, maiden name of mother, religious denomination, names and residences of witnesses, marital status, date and place of marriage, name of clergy, date and number of registration.

Retrievability: Name and registration number. Retention and Disposal: Permanent. Access Procedures: Written request. Archivist of Ontario, 77 Grenville Street, Toronto, Ontario, M7A 2R9, telephone: (416) 327-1602.

Note: The Archives of Ontario acquires and maintains post-1954 psychiatric patient case files, which are excluded from review under the Freedom of Information and Protection of Privacy Act. Provisions of the Mental Health Act as amended by the Equality Rights Statute Law Amendment Act, 1986, apply to these patient case files.

MINISTRY OF AGRICULTURE AND FOOD

Head

Minister of Agriculture and Food
11th Floor, 801 Bay Street
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Access

Freedom of Information and Privacy Coordinator
3rd Floor, 801 Bay Street
Toronto, Ontario
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A public reading room for the review of manuals and other information is open during regular office hours on the third floor at 801 Bay Street, Toronto.

Mandate

To foster an economically viable, environmentally sustainable agriculture and food system in which the participants cooperate to meet the needs of the people of Ontario and to compete in global markets.

Organization

The ministry is organized into six divisions: Agricultural and Rural Services, Education and Research, Finance and Administration, Food Industry, Policy and Programs, and Laboratory and Inspection Services. Three branches report directly to the Deputy Minister: Communications, Crop Insurance and Stabilization, and Legal Services.

The ministry's head office and 14 branches are in Toronto. Seven branches are administered from the Guelph Agriculture Centre. The ministry also operates 52 county and district offices throughout the province, five colleges of agricultural technology, the Ontario Agricultural Museum, and the Horticultural Research Institute of Ontario. Refer to the Government of Ontario Telephone Directory for addresses.

Divisions

Agricultural and Rural Services

Agricultural and Rural Services provides a broad range of services to the agricultural sector including extension services, technical advice, resource stewardship and

financial assistance programs, as well as land use planning and support to rural organizations. The division includes seven branches: Agricultural Representatives, Animal Industry, Farm Assistance Programs, Land Use Planning, Plant Industry, Resources Management, and Rural Organizations and Services.

General Classes or Types of Records

Contain information on programs and services offered to the agriculture industry, producers and rural communities, program criteria, background materials and information on productivity, management, resources and land use.

Agricultural Employment
Agricultural Leadership Program
Agricultural Organizations
Agricultural Rehabilitation and Development Act - Implementation
AgriNorth
Animal Welfare
Animals for Research
Bear Damage to Livestock Compensation
Beef Ration Formulation
Beginning Farmer Assistance Program (BFAP)
Branding of Animals
Corn Trials
Dairy Ration Formulation
Damage to Honey Bee Colonies by Bears - Compensation Program
Drainage
Environmental Assessment
Environmental Protection
Farm Business Management
Farm Family Advisor Program
Farm Financial Management
Farm Operating Credit Assistance Program (FOCAP)
Farm Practices Protection Act (administrative files related to hearings under the Act)
Farm Tax Rebate Program
Farmers in Transition (FIT)
Field Crop Management and Production
Floriculture and Nursery Production
Food Preparation and Nutrition
Fur Farms (licensing statistics)
4-H Clubs
Grape Conversion Assistance Program
Health and Safety in Agriculture
Home and Family Management
Horticultural Crop Management and Production
Hunter Damage to Livestock Compensation Program
Integrated Pest-Management Program in Ontario
Junior Farmers Program
Land Use Planning Documents and Comments

Ministry of Agriculture and Food (AG & FOOD)

Livestock (management, medicines, performance testing, licensing)
Livestock, Poultry and Honey Bee Protection Act
Non-Resident Agricultural Land Interests Registration Act (provincial and county registration summaries)
Northern Ontario Transportation Assistance
Ontario Clingstone Peach Tree Planting Assistance Program
Ontario Family Farm Interest Rate Reduction Program (OFFIRR)
Ontario Farm Adjustment Assistance Program (OFAAP)
Ontario Farm-Start
Ontario Municipal Board Hearings (related to land use proposals)
Operating Loan Guarantee Program
Pest Management
Provincial, Regional and Country Program Objectives
Purebred Dairy Cattle, Beef and Sheep Sales Assistance Program
Rabies Indemnification Program
Red Meat Program
Rural Organizations and Services, Women's Groups, Sociology
Rutabaga Assistance Program
Seasonal Housing Assistance Program
Seed Potato Program (SPUD)
Sheep Ration Formulation
Soil Conservation Assistance Program
Soil Management
Soils Inventory
Soybean Trials
Special Livestock Shows Assistance Program
Swine Sales Assistance Program
Taxation Specific to Agriculture
Transportation Assistance Programs
Veterinary Designated Area Assistance Policy
Weather (related assistance programs)
Weather and Climate
Weed Control
Wetlands/Forestlands
Woodlot Management and Maple Syrup Production
Young Farmer Credit Program (OYFCP)
Youth Activity Programs

Manuals

Contain program information issued to staff to assist farmers implement recommended procedures and comply with ministry program requirements and to assist staff evaluate eligibility for programs. Handbooks provide a reference source on the operation of local groups and 4-H Clubs.

Agricultural Code of Practice (minimum separation distance between livestock facilities and other land uses)
Beginning Farmer Assistance Program - Policy Manual and Participants Kit
Case Committee Guidelines
Commercial Disaster Relief Fund - 1985 Procedural Manual
Drainage Manual
Farm Assistance Programs - Directives
Farm Practices Protection Board Reference Manual
Farm Tax Rebate Program Policy Guidelines (under review)
Federal and Provincial Financial Assistance Programs for Agriculture
Food Land Guidelines
4-H Club Leader's Handbook
Integrated Pest-Management Field Manual
Livestock Manual
Ontario Farm Adjustment Assistance Program/Farm Operating Credit Program
Ontario Farm Family Advisory Program Advisor's Manual
Ontario Young Farmer Credit Program (OYFCP) Guidelines
Rural Organizations and Services Branch Staff Handbook

Personal Information Banks

Contain information about individuals applying for assistance, licences, employment or who are appealing decisions made by the ministry.

Agricrew and Junior Agriculturalist Exchange Programs - Host Farmers, 1978 - 1988

Location: Rural Organizations and Services Branch, Guelph Agriculture Centre. Legal Authority: Ministry of Agriculture and Food Act, R.S.O. 1990, c.M.16. Information Maintained: Name, county, address, telephone number, rating as host farmer for Junior Agriculturalist Program, year(s) involved. Uses: Program ended in 1988. Users: Program managers and coordinators. Individuals in Bank: Farmers accepted into the program. Retention and Disposal: Fifteen years, then transferred to archives.

Agricrew and Junior Agriculturalist Programs - Student Applications (discontinued 1988)

Location: Rural Organizations and Services Branch, Guelph Agriculture Centre. Legal Authority: Ministry of Agriculture and Food Act, R.S.O. 1990, c.M.16. Information Maintained: Name, address, age, Social Insurance Number, date of birth, OHIP number, contact person, mother tongue, education, medical status,

driver's licence number, past employment. Uses: Program ended in 1988. Users: Program managers and coordinators. Individuals in Bank: Students applying for summer programs. Retention and Disposal: Fifteen years, then transferred to archives.

Agricultural and Horticultural Organizations

Location: Rural Organizations and Services Branch, Guelph Agriculture Centre. Legal Authority: Agricultural and Horticultural Organizations Act, R.S.O. 1990, c.A.9; Corporation Information Act, R.S.O. 1990, c.C.39. Information Maintained: Current office addresses, names of current and former directors and officers, financial information and grant requests for active and inactive horticultural societies, agricultural societies and organizations. Uses: Maintain corporate status under legislation; determine eligibility for grant programs and audit. Users: Ministry administrative staff. Individuals in Bank: Directors and officers of societies and organizations. Retention and Disposal: Ten years, then destroyed.

Agricultural Rehabilitation and Development Act (ARDA) - Federal-Provincial Projects

Location: Farm Assistance Programs Branch. Legal Authority: Agricultural Rehabilitation and Development Act, R.S.O. 1990 c.A.11. Information Maintained: Name, address, application for lease, history of each project with terms and conditions for operational and audit purposes. Uses: Evaluate requests for lease renewal; process requests to purchase; resolve problems and audit. Users: ARDA directorate, program administrative staff, branch director, Legal Branch. Individuals in Bank: Applicants for lease. Retention and Disposal: Land sales - seven years, then destroyed; land transfers to Ministry of Natural Resources - 20 years, then destroyed; federal/provincial agreements - 15 years, then transferred to archives.

Agricultural Tile Drainage - Loan Applicants

Location: Resources Management Branch, Guelph Agriculture Centre. Legal Authority: Tile Drainage Act, R.S.O. 1990, c.T.8. Information Maintained: Name, address, contract number, details of loan agreement. Uses: Establish eligibility for loan and audit. Users: Branch staff. Individuals in Bank: Owners of agricultural land. Retention and Disposal: Ten years, then destroyed.

Agricultural Tile Drainage Installation Act - Licences

Location: Resources Management Branch, Guelph Agriculture Centre. Legal Authority: Agricultural Tile

Drainage Installation Act, R.S.O. 1990, c.A.14.

Information Maintained: Name, address, business name, licence class, machinery operated by tile contracting businesses. Uses: Establish eligibility for licenses and audit. Users: Branch staff. Individuals in Bank: Tile drainage contractors, operators of tile drainage machines. Retention and Disposal: Ten years, then destroyed.

AgriNorth Project Proposals

Location: Farm Assistance Programs Branch. Legal Authority: Orders in Council 1470/84, 1545/84, 1897/85, 123/87 and 421/87. Information Maintained: Name, address, application forms, claim forms, payment requisitions, project reports, correspondence. Uses: Evaluate application eligibility; check claims for eligible items; check reports against project proposals; create program status summaries and audit. Users: Branch director, program manager, review committee, administrative staff. Individuals in Bank: Farmers or other applicants. Retention and Disposal: Ten years, then transferred to archives.

Animals for Research Act

Location: Animal Industry Branch, Guelph Agriculture Centre. Legal Authority: Animals for Research Act, R.S.O. 1990, c.A.22; R.R.O. 1980, Regs. 16, 17, 18 and 19. Information Maintained: Name, address, telephone number, operator's name. Uses: Regulate pounds, animal supply facilities and animal research facilities and audit. Users: Operator, ministry animal care/regulatory program staff. Individuals in Bank: Applicants. Retention and Disposal: Ten years, then transferred to archives.

Artificial Insemination Act

Location: Animal Industry Branch, Guelph Agriculture Centre. Legal Authority: Artificial Insemination of Livestock Act, R.S.O. 1990, c.A.29; R.R.O. 1980, Reg. 66. Information Maintained: Name, address, telephone number, operator. Uses: Regulate artificial insemination business to ensure sale of quality semen and audit. Users: Ministry animal care/regulatory program staff. Individuals in Bank: Applicants. Retention and Disposal: Ten years, then transferred to archives.

Bear Damage to Livestock

Location: Farm Assistance Programs Branch. Legal Authority: Orders in Council 113/76, 1885/76, 2563/79 and 1935/80. Information Maintained: Name, address, application form, financial information (maintained by Financial Support Services), rejection correspondence.

Ministry of Agriculture and Food (AG & FOOD)

Uses: Determine eligibility under the program and audit. Users: Branch director, program manager, administrative staff. Individual in Bank: Applicants. Retention and Disposal: Seven years, then destroyed.

Beginning Farmer Assistance Program (BFAP)

Location: Farm Assistance Programs Branch. Legal Authority: Orders in Council 2692/83, 3089/83, 217/84, 509/84 and 2037/87. Information Maintained: Name, address, enrolment number, telephone number, correspondence. Field office files may also contain farm business analysis statements and other statements of recommendations for business and production management. Uses: Evaluate eligibility for program and audit. Users: Program managers, coordinators, review committee, branch director, branch administrative staff. Individuals in Bank: Applicants. Retention and Disposal: Seven years, then transferred to archives.

Beginning Farmer Assistance Program and Farm Start Program Appeal Files (BFAP/FAST)

Location: Farm Assistance Programs Branch. Legal Authority: Orders in Council 2692/83, 3089/83, 217/84, 509/84, 2037/87, 2034/87, 2870/87. Information Maintained: Name, address, telephone number, education, work experience, personal and farm business balance sheet and correspondence and farm business analysis. Uses: To evaluate appeals under the Farm Start Program and the Beginning Farmer Assistance Program and audit. Users: Appeal Board members and ministry staff. Individuals in Bank: Appellants/farmers. Retention and Disposal: Seven years, then transferred to archives.

Bull Test Program

Location: Animal Industry Branch, Guelph Agriculture Centre. Legal Authority: Orders in Council 1806/70, 2056/73, 712/74, 2549/74, 1585/79, 1722/80. Information Maintained: Name, address, telephone number, bull identification and performance information, enrolment number. Uses: Report performance record to bull owner and audit. Users: Program and field advisory staff, researchers and beef producers. Individuals in Bank: Applicants. Retention and Disposal: Two years, then destroyed.

Canada - Ontario Livestock Drought Assistance Program

Location: Farm Assistance Programs Branch. Legal Authority: Order in Council 122/89. Information Maintained: Name, address, application form, audit reports, correspondence. Uses: Determine eligibility for program and audit. Users: Branch director, program manager, branch administrative staff, access to

Agriculture Canada and Crop Insurance. Individuals in Bank: Applicants. Retention and Disposal: Seven years, then destroyed.

Canadian Western Agribition Livestock Transportation Assistance Program (discontinued 1991)

Location: Farm Assistance Programs Branch. Legal Authority: Orders in Council 2905/81, 2850/82 and 3482/83. Information Maintained: Name, address, application forms, financial information, rejection correspondence. Uses: Determine eligibility under the program and audit. Users: Branch director, program manager, administrative staff. Individuals in Bank: Applicants. Retention and Disposal: Seven years, then destroyed.

Commercial Disaster Relief Fund, 1985

Location: Farm Assistance Programs Branch. Legal Authority: Order in Council 1916/85. Information Maintained: Application forms, financial data, name, address, telephone number, age, type of farm, enrolment number, amount of loans outstanding. Uses: Evaluate eligibility for and amount of grant and audit. Users: Branch director, program manager, branch administrative staff. Individuals in Bank: Farmers applying for loans/grants. Retention and Disposal: Seven years, then destroyed.

Farm Family Advisor Program - Client Referrals

Location: Agricultural Representatives Branch, Guelph Agriculture Centre. Legal Authority: Orders in Council 2710/85 and 821/87. Information Maintained: Name, address, telephone number, referral form, advisory agreement, releases, financial information, final reports. Uses: Maintain information and forms for each referral to the program's board of directors and audit. Users: Branch director, program manager, program coordinator, program's board of directors, senior branch staff. Individuals in Bank: Farmers in financial difficulty requesting and referred to an advisor. Retention and Disposal: Six years, then destroyed.

Farm Implements Act - Complaints

Location: Resources Management Branch. Legal Authority: Farm Implements Act, R.S.O. 1990, c.F.4. Information Maintained: Name, address of parties to the complaint, written description of complaint by the farmer or dealers, make, model, type and purchase date of farm implement involved, progress reports of investigation by investigator, conclusion of investigation. Uses: Resolve disputes concerning farm implements and audit. Users: Farm Implements Board and staff. Individuals in Bank:

Farmers, farm implement dealers and distributors.

Retention and Disposal: Ten years, then transferred to archives.

Farm Income Assistance Program (interest assistance and grains and oilseed), 1990

Location: Farm Assistance Programs Branch. Legal

Authority: Order in Council 1389/90. Information

Maintained: Name, address, application form, financial information, reports, correspondence. Uses: Determine eligibility for the program and audit. Users: Branch

director, program manager, branch administrative staff.

Individuals in Bank: Program applicants. Retention and

Disposal: Seven years, then destroyed.

Farm Interest Assistance Program, 1991

Location: Farm Assistance Programs Branch. Legal

Authority: Orders in Council 880/91 and 1549/91.

Information Maintained: Name, address, telephone number, financial statements and information. Uses:

Analysis on an aggregate basis. Determine the eligibility for program benefits and audit. Users: Farm Assistance

Programs Branch program development and review unit, branch director, program manager and policy division.

Individuals in Bank: Ontario farmers eligible for the

program. Retention and Disposal: Seven years, then destroyed.

Farm Practices Protection

Location: Land Use Planning Branch. Legal Authority:

Farm Practices Protection Act, R.S.O. 1990, c.F.6.

Information Maintained: Name, address of complainant, nature of complaint and related farm operation

information. Uses: Arrange hearing before the Farm

Practices Protection Board and audit. Users: Farm

Practices Protection Board, administrative staff.

Individuals in Bank: Applicants for hearings and related

farm operators. Retention and Disposal: Fifteen years, then transferred to archives.

Farm Tax Rebate - Audit Unit

Location: Farm Assistance Programs Branch. Legal

Authority: Orders in Council 3033/90. Information

Maintained: Name, address, Farm Tax Rebate

application form, financial information, reports,

correspondence, payment requests, income tax forms,

financial statements, consent forms. Uses: Verify and/or

evaluate eligibility for the rebate Users: Branch director,

program manager, administration staff, Appeal Board

members. Individuals in Bank: Applicants. Retention and

Disposal: Six years, then destroyed.

Farm Tax Rebate Program

Location: Farm Assistance Programs Branch. Legal

Authority: Ministry of Agriculture and Food Act, R.S.O. 1990, c.M.16; Order in Council 3033/90. Information

Maintained: Name, address, assessment role number,

assessed value, tax amount, acreage, commodity,

citizenship, and self- or tenant-operated. Uses: Determine

eligibility for property tax rebates and audit. Users:

Authorized ministry staff, Farm Tax Rebate Appeal

Board. Individuals in Bank: Owners of property assessed

as farms in Ontario. Retention and Disposal: Ten years,

then destroyed.

Farm Tax Rebate/Reduction Program Appeal Board Files

Location: Farm Assistance Programs Branch. Legal

Authority: Order in Council 3033/90. Information

Maintained: Name, address, assessment role number,

legal documents, correspondence, program payment

history, tax invoices, notice of assessment, property

information, assessment data confirmation. Uses:

Evaluate appeals under the Farm Tax Rebate Program

and audit. Users: Branch director, program manager,

secretary to the appeal board, members of the Farm Tax

Rebate Program Appeal Board. Individuals in Bank:

Individuals denied a farm tax rebate and appealing their

cases. Retention and Disposal: Ten years, then

transferred to archives.

Farmer Consultation Records

Location: County and district field offices. Legal

Authority: Ministry of Agriculture and Food Act, R.S.O.

1990, c.M.16. Information Maintained: Name, address,

names of family members, acres owned, acres rented,

crops and livestock produced, value of assets and

liabilities, net worth, farming objectives and personal

goals, net income history and suggested procedures for

obtaining the desired objectives. May also include soil

test reports, feed analysis reports and business analysis

reports. Uses: Provide farm management and estate

planning advisory services and audit. Users: Agricultural

representative, advisory personnel in field office.

Individuals in Bank: Farmers requesting advice.

Retention and Disposal: Two years after farmer retires,

then destroyed.

Fur Farm Licences

Location: Animal Industry Branch, Guelph Agriculture

Centre. Legal Authority: Fur Farms Act, R.S.O. 1990,

c.F.37. Information Maintained: Name, address, farm

location, ownership information, number and species of

animal kept. Uses: Identify and locate licensees and

audit. Users: Branch administrative staff, program specialist, inspectors. Individuals in Bank: Fur farmers. Retention and Disposal: Ten years, then transferred to archives.

4-H Members and Leaders

Location: County and district field offices. Legal Authority: Ministry of Agriculture and Food Act, R.S.O. 1990, c.M.16. Information Maintained: Members' names, addresses, telephone numbers, dates of birth, sex, parents' names, projects completed, awards received. Leaders' names, addresses, telephone numbers, projects led, awards received. Uses: Record 4-H members and leaders in each county/district; select awards/conference recipients; monitor 4-H enrolment; mailing list and audit. Users: Rural organizations specialists, field office administrative staff. Individuals in Bank: Individuals enrolled as members or leaders. Retention and Disposal: five years, then transferred to archives.

Grape Conversion Assistance Program

Location: Farm Assistance Programs Branch. Legal Authority: Orders in Council 1889/76 and 1002/76. Information Maintained: Name, address, financial data, production information. Uses: Determine eligibility for the program and audit. Users: Branch director, program manager, branch administrative staff. Individuals in Bank: Applicants. Retention and Disposal: Five years, then transferred to archives.

Hailstorm Assistance Program

Location: Farm Assistance Programs Branch. Legal Authority: Orders in Council 2470/85 (Essex) and 2469/85 (Timiskaming). Information Maintained: Name, address, application forms, financial data, telephone number. Uses: Decide eligibility for grant assistance for damage caused by hailstorms in Essex County on May 30, 1985, and Timiskaming District on July 21, 1986, and audit. Users: Branch director, program manager, administrative staff. Individuals in Bank: Farmers affected by the above-mentioned hailstorms. Retention and Disposal: Seven years, then destroyed.

Hunter Damage Compensation Act

Location: Farm Assistance Programs Branch. Legal Authority: Hunter Damage Compensation Act, R.S.O. 1990, c.H.21. Information Maintained: Name, address, application forms (maintained by Financial And Support Services), financial information, rejection correspondence. Uses: Determine eligibility under the program and audit. Users: Branch director, program

manager, administrative staff. Individuals in Bank: Applicants. Retention and Disposal: Seven years, then destroyed.

Junior Farmer Loan Program

Location: Farm Assistance Programs Branch. Legal Authority: Junior Farmer Establishment Act, R.S.O. 1990, c.J.2. Information Maintained: Name, address, telephone number, financial data, application forms, billing notices, general correspondence. Uses: Evaluate requests for partial discharge or assumption; reference original application; file billing notices and audit. Users: Branch director, program manager, administrative staff and Legal Branch. Individuals in Bank: Applicants. Retention and Disposal: Four years, then destroyed.

Land Stewardship Program, 1987-1990

Location: Resources Management Branch, Guelph Agriculture Centre. Legal Authority: Order in Council 2035/87. Information Maintained: Name, address, telephone number, location, enrolment number, grant request date, project data, payment data. Uses: Determine eligibility for and amount of grant and audit. Users: Program and Branch administrative staff. Individuals in Bank: Applicants. Retention and Disposal: Ten years, then transferred to archives.

Land Stewardship II

Location: Resources Management Branch, Guelph Agriculture Centre. Legal Authority: Order in Council 3032/90. Information Maintained: Name, address, telephone number, location (lot) enrolment number, grant request date, project data, payment data. Uses: Determine eligibility for and amount of grant and audit. Users: Program and Branch administrators. Individuals in Bank: Grant applicants. Retention and Disposal: Ten years, then transferred to archives.

Livestock Branding Act

Location: Animal Industry Branch, Guelph Agriculture Centre. Legal Authority: Livestock Branding Act, R.S.O. 1990, c.L.21; R.R.O. 1980, Reg. 585. Information Maintained: Name, address, telephone number, location, brand symbol, position on body, cattle and/or horses. Uses: Regulate brands used to identify livestock and audit. Users: Animal Care and Regulatory Program staff. Individuals in Bank: Applicants. Retention and Disposal: Ten years, then transferred to archives.

Livestock Medicines Act

Location: Animal Industry Branch, Guelph Agriculture Centre. Legal Authority: Livestock Medicines Act,

R.S.O. 1990, c.L.23; R.R.O. 1980, Reg. 587.

Information Maintained: Name, address, telephone number, operator. Uses: Regulate sale of some livestock medicines and audit. Users: Ministry animal care/regulatory program staff. Individuals in Bank: Applicants. Retention and Disposal: Ten years, then transferred to archives.

Livestock, Poultry and Honey Bee Protection Act

Location: Farm Assistance Programs Branch. Legal Authority: Livestock, Poultry and Honey Bee Protection Act, R.S.O. 1990, c.L.24. Information Maintained: Name, address, application forms (maintained by Financial & Support Services), financial information, rejection correspondence, appeals. Uses: Determine eligibility under the program and audit. Users: Branch director, program manager, branch administrative staff. Individuals in Bank: Applicants. Retention and Disposal: Seven years, then destroyed.

Non-Resident Agricultural Land Interests Registration

Location: Land Use Planning Branch. Legal Authority: Non-Resident Agricultural Land Act, R.S.O. 1990, c.N.4. Information Maintained: Name, address, property location, shareholders, acreage. Uses: Maintain a register of non-resident agricultural land interests and audit. Users: Branch director, inspectors and administrative staff. Individuals in Bank: Non-resident owners of agricultural land in Ontario. Retention and Disposal: Ten years, then transferred to archives.

Northern Ontario Livestock Purchasing Assistance Program

Location: Farm Assistance Programs Branch. Legal Authority: Orders in Council 1585/71, 1180/73, 360/75, 1161/76, 1587/79, 1263/81, 1934/82, 1081/83 and 2030/83. Information Maintained: Name, address, application form, financial information, rejection correspondence. Uses: Determine eligibility under the program and audit. Users: Branch director, program manager, administrative staff. Individuals in Bank: Applicants. Retention and Disposal: Ten years, then destroyed.

Northern Ontario Livestock Transportation Assistance Policy

Location: Farm Assistance Programs Branch. Legal Authority: Orders in Council 2066/64, 1526/71, 2530/74, 1059/75, 1506/76, 1588/79, 1262/81, 1933/82 and 1082/83. Information Maintained: Name, address, application form, financial information, rejection

correspondence. Uses: Determine the eligibility under the program. User: Branch Director, program manager, administrative staff. Individuals in Bank: Applicants. Retention and Disposal: Ten years, then destroyed.

Ontario Agricultural Exchange Program (OAEP) - Ontario Host Farmers, 1985-1989

Location: Rural Organizations and Services Branch, Guelph Agriculture Centre. Legal Authority: Ministry of Agriculture and Food Act, R.S.O. 1990, c.M.16. Information Maintained: Name, address, county, farm location, type of enterprise, size of operation, family member names and ages, telephone number, evaluation as host farmer, number of employees. Uses: Determine eligibility of to be host farmer; matched host with exchange workers and audit. Users: Program coordinator, foreign equivalent, insurance company, Canada Employment and Immigration Commission and Department of External Affairs, Canadian embassies in host countries. Individuals in Bank: Applicants. Retention and Disposal: Ten years, then destroyed.

Ontario Asparagus Production Incentive Program (discontinued 1988)

Location: Plant Industry Branch, Guelph Agriculture Centre. Legal Authority: Order in Council 1843/81. Program ended March 31, 1988. Information Maintained: Name, address, number of acres planted, number of acres approved, amount of grant approved and paid, crop inspection reports. Uses: Program ended March 31, 1988 and audit. Users: Inspectors, program administrators. Individuals in Bank: Applicants. Retention and Disposal: Ten years, then transferred to archives.

Ontario Beef Calf Loan Program

Location: Farm Assistance Programs Branch. Legal Authority: Order in Council 80/81. Information Maintained: Name, address, application form and financial data. Uses: Evaluate eligibility for the program and audit. Users: Branch director, program manager, administrative staff. Individuals in Bank: Applicants. Retention and Disposal: Seven years, then destroyed.

Ontario Clingstone Peach Tree Planting Assistance Program

Location: Plant Industry Branch, Guelph Agriculture Centre. Legal Authority: Order in Council 1581/85. Information Maintained: Name, address, number of trees planted by variety, amount of grant approved and paid. Uses: Determine eligibility for grant; catalogue

accumulated expenditures and audit. Users: Branch staff. Individuals in Bank: Applicants. Retention and Disposal: Ten years, then transferred to archives.

Ontario Crop Disaster Program

Location: Farm Assistance Programs Branch. Legal Authority: Order in Council 2838/89. Information Maintained: Name, address, application form, reports, correspondence, grant paid. Uses: Determine eligibility for the program and audit. Users: Branch director, program manager, branch administrative staff, Crop Insurance staff. Individuals in Bank: Applicants. Retention and Disposal: Seven years, then destroyed.

Ontario Family Farm Interest Rate Reduction Program (OFFIRR)

Location: Farm Assistance Programs Branch. Legal Authority: Orders in Council 1915/85, 70/86, 2142/86, 2580/86, 3023/86 and 2036/87. Information Maintained: Name, address, telephone number, financial statements, income tax returns, correspondence. Uses: Evaluate eligibility for assistance; cross-reference with applications for other branch assistance programs; evaluate appeals and audit. Users: Branch director, program management, appeal board members, branch administrative staff. Individuals in Bank: Applicants. Retention and Disposal: Ten years, then transferred to archives.

Ontario Family Farm Interest Rate Reduction Program and Farm Interest Assistance Program (OFFIRR/FIAP) Appeal Files

Location: Farm Assistance Programs Branch. Legal Authority: Orders in Council 1915/85, 70/86, 2142/86, 2580/86, 3023/87. Information Maintained: Name, address, telephone number, financial statements, income tax returns, correspondence. Uses: To evaluate appeals under the Ontario Family Farm Interest Rate Reduction and Farm Interest Assistance programs guidelines and audit. Users: Appeal board members, Appeal Board coordinator and program staff. Individuals in Banks: Appellants/farmers. Retention and Disposal: Ten years, then transferred to archives.

Ontario Farm Adjustment Assistance Program (OFAAP)/Farm Operating Credit Assistance Program (FOCAP)/Operating Loan Guarantee Program (OLGP)

Location: Farm Assistance Programs Branch. Legal Authority: Orders in Council 215/82 (originating), 585/82, 865/82, 218/83, 219/83, 3091/83, 3092/83, 3449/83, 3450/83, 1814/84, 511/85, 96/86 and 2827/87. Information Maintained: Name, address, telephone number, age, applications, financial information,

lender/case committee reports, assets and liabilities, farm type, size of farm, enrolment number. Uses: Evaluate eligibility for grants (interest reduction) and loan guarantees and audit. Users: Branch director, program manager, branch administrative staff. Individuals in Bank: Farmers applying for grants and/or loan guarantees; farmers withdrawing applications. Retention and Disposal: Seven years, then destroyed.

Ontario Farm Management Analysis Project

Location: Agricultural Representatives Branch, Guelph Agriculture Centre. Legal Authority: Agricultural Representatives Act, R.S.O. 1990, c.A.12. Information Maintained: Name, address, acres farmed, business analysis report, value of assets and liabilities, production levels, performance factors. Uses: Summarize, analyze and compare farm business results for farm management and business improvement and audit. Users: Branch advisory staff and farm management record systems analyst. Individuals in Bank: Producers who submit records for analysis. Retention and Disposal: Ten years, then transferred to archives.

Ontario Farm-Start

Location: Farm Assistance Programs Branch. Legal Authority: Orders in Council 2034/87 and 2870/87. Information Maintained: Name, address, telephone number, enrolment number, education, work experience, personal and farm business balance sheet and correspondence. Field offices may maintain farm business analysis statements and other statements of recommendations for business and production management. Uses: Evaluate eligibility for program and audit. Users: Program managers, coordinators, review committee, branch director and administrative staff. Individuals in Bank: Applicants. Retention and Disposal: Seven years, then destroyed.

Ontario Soil Conservation and Environmental Protection Assistance Program (OSCEPAP), 1983 - 1990

Location: Resources Management Branch, Guelph Agriculture Centre. Legal Authority: Orders in Council 680/83 and 167/86. Information Maintained: Name, enrolment number, address, telephone number, grant request date, project data, payment data. Uses: Program ended in 1990 and audit. Users: Program staff, branch administrative staff. Individuals in Bank: Applicants. Retention and Disposal: Ten years, then destroyed.

Ontario Swine Herd Health Policy

Location: Animal Industry Branch, Guelph Agriculture Centre. Legal Authority: Order in Council 2341/82.

Information Maintained: Name, address, telephone number, herd health data. Uses: Determine herd health status and audit. Users: Ministry/health consultants, pork producers. Individuals in Bank: Applicants. Retention and Disposal: Ten years, then destroyed.

Ontario Young Farmer Credit Program (OYFCP)

Location: Farm Assistance Programs Branch. Legal Authority: Orders in Council 1559/75 and 1950/75. Information Maintained: Name, address, application form, financial information, correspondence, committee reports. Uses: Determine eligibility for the program; monitor progress of the farm operation and audit. Users: Branch director, program manager, branch administrative staff. Individuals in Bank: Applicants. Retention and Disposal: Five years, then transferred to archives.

Poultry Shows Assistance Program

Location: Farm Assistance Programs Branch. Legal Authority: Order in Council 201/294. Information Maintained: Name, address, application form, financial information, rejection correspondence. Uses: Determine eligibility under the program and audit. Users: Branch director, program manager, branch administrative staff. Individuals in Bank: Applicants. Retention and Disposal: Ten years, then destroyed.

Purebred Beef Cattle Sales Assistance Program

Location: Farm Assistance Programs Branch. Legal Authority: Orders in Council 2517/66, 3710/67 and 2898/74. Information Maintained: Name, address, application form, financial information, rejection correspondence. Uses: Determine eligibility under the program and audit. Users: Branch director, program manager, branch administrative staff. Individuals in Bank: Applicants. Retention and Disposal: Ten years, then destroyed.

Purebred Dairy Cattle Sales Assistance Program

Location: Farm Assistance Programs Branch. Legal Authority: Orders in Council 2516/66, 2895/74 and 18/75. Information Maintained: Name, address, application form, financial information, rejection correspondence. Uses: Determine eligibility for the program and audit. Users: Branch director, program manager, branch administrative staff. Individuals in Bank: Applicants. Retention and Disposal: Ten years, then destroyed.

Purebred Sheep Sales Assistance Program

Location: Farm Assistance Programs Branch. Legal Authority: Order in Council 1100/64. Information Maintained: Name, address, application form, financial information, rejection correspondence. Uses: Determine eligibility for the program and audit. Users: Branch director, program manager, branch administration. Individuals in Bank: Applicants. Retention and Disposal: Ten years, then destroyed.

Rabies Indemnification Program

Location: Farm Assistance Programs Branch. Legal Authority: Provincial Orders in Council 3456/66, 1236/74 and 621/81; federal Orders in Council 1966-1302 (Rabies Indemnification Registration), 1974-337 and 1981-370. Information Maintained: Name, address, application form, financial information, rejection correspondence. Uses: Determine eligibility under the program and audit. Users: Branch director, Agriculture Canada, program manager, administrative staff. Individuals in Bank: Applicants. Retention and Disposal: Ten years, then destroyed.

Ram Test Program

Location: Animal Industry Branch, Guelph Agriculture Centre. Legal Authority: Order in Council 1019/83. Information Maintained: Name, address, telephone number, ram identification and performance information, record of performance number. Uses: Report performance record to ram owners and audit. Users: Program staff, advisory staff in field offices and sheep producers. Individuals in Bank: Applicants. Retention and Disposal: Ten years, then destroyed.

Raven Damage to Livestock

Location: Farm Assistance Programs Branch. Legal Authority: Ministry of Agriculture and Food Act, R.S.O. 1990, c.M.16. Information Maintained: Name, address, application form, financial information, rejection, correspondence. Uses: Determine eligibility under the program and audit. Users: Branch director, program manager, administrative staff. Individuals in Bank: Applicants. Retention and Disposal: Ten years, then destroyed.

Red Meat Plan, 1984-1989

Location: Animal Industry Branch, Guelph Agriculture Centre. Legal Authority: Orders in Council 2704/84, 2705/84 and 2706/84. Information Maintained: Name, enrolment number, address, telephone number, livestock data, payment data. Uses: Determine eligibility for and

amount of grant and audit. Users: Branch director, program manager, branch administrative staff.
Individuals in Bank: Applicants. Retention and Disposal: Ten years, then transferred to archives.

Riding Horse Establishments Act

Location: Animal Industry Branch, Guelph Agriculture Centre. Legal Authority: Riding Horse Establishments Act, R.S.O. 1990, c.R.32; R.R.O. 1980, Reg. 905.
Information Maintained: Name, address, telephone number, operator. Uses: Regulate riding horse establishments and audit. Users: Ministry animal care/regulatory staff. Individuals in Bank: Applicants. Retention and Disposal: Ten years, then transferred to archives.

Seasonal Housing Assistance Program

Location: Farm Assistance Programs Branch. Legal Authority: Orders in Council 3568/75, 1264/81, 873/84, 967/87. Information Maintained: Name, address, applications, financial data, invoices, receipts and blueprints. Uses: Evaluate eligibility for assistance and audit. Users: Branch director, program manager, branch administrative staff. Individuals in Bank: Applicants. Retention and Disposal: Ten years, then destroyed.

Sheep and Bull Indemnity Program

Location: Farm Assistance Program Branch. Legal Authority: Orders in Council 2025/79 and 1309/80. Information Maintained: Name, address, payment information. Guelph Animal Industry Branch processes the application. Uses: Determine eligibility under the program and audit. Users: Branch director, program manager, branch administrative staff. Individuals in Bank: Applicants. Retention and Disposal: Seven years, then destroyed.

Sheep Record of Performance Program

Location: Animal Industry Branch, Guelph Agriculture Centre. Legal Authority: Order in Council 1019/83. Information Maintained: Name, address, telephone number, animal identification and performance information, record of performance number. Uses: Report performance record to sheep owners and audit. Users: Program and advisory staff. Individuals in Bank: Applicants. Retention and Disposal: Ten years, then destroyed.

Special Crop Assistance Program, 1991 - 1992

Location: Farm Assistance Programs Branch. Legal Authority: Order in Council 3184/91. Information Maintained: Acreage yield of crops for which crop

insurance plan exists. Name, address, telephone number, type of farm and enrolment number. Uses: Analysis of acreage of non-insured crops and audit. Users: Farm Assistance Branch Program Development and Review Unit, branch director and program manager. Individuals in Bank: Producers of non-insurable crops. Retention and Disposal: Seven years, then destroyed.

Special Livestock Shows Assistance Program

Location: Farm Assistance Programs Branch. Legal Authority: Order in Council 1586/79. Information Maintained: Name, address, application form, financial information, rejection correspondence. Uses: Determine eligibility under the program and audit. Users: Branch director, program manager, administrative staff. Individuals in Bank: Applicants. Retention and Disposal: Seven years, then destroyed.

Swine Record of Performance Program

Location: Animal Industry Branch, Guelph Agriculture Centre. Legal Authority: Orders in Council 2293/78, 383/81. Information Maintained: Name, address, telephone number, animal identification and performance information, record of performance number. Uses: Report performance record to swine owners and audit. Users: Program and field advisory staff and pork producers. Individuals in Bank: Applicants. Retention and Disposal: Ten years, then destroyed.

Swine Sales Assistance Policy

Location: Farm Assistance Programs Branch. Legal Authority: Orders in Council 3793/60, 1101/64, 2551/67 and 339/70. Information Maintained: Name, address, application form, financial information, rejection correspondence. Uses: Determine eligibility under the program and audit. Users: Branch director, programs manager, branch administrative staff. Individuals in Bank: Applicants. Retention and Disposal: Ten years, then destroyed.

Transportation of Livestock Exhibits Assistance Program

Location: Farm Assistance Programs Branch. Legal Authority: Orders in Council 3239/58, 2040/66, 345/75, 2464/75 and 3116/77. Information Maintained: Name, address, application forms, financial information, rejection correspondence. Uses: Determine the eligibility under the program and audit. Users: Branch director, program manager, administrative staff. Individuals in Bank: Applicants. Retention and Disposal: Ten years, then destroyed.

Communications Branch

Communications Branch provides a complete communications service to the ministry by planning, promoting, and explaining policies, programs and activities; and by preparing materials suited to various client needs.

General Classes or Types of Records

Contain information on all aspects of agriculture. Include print materials, photographs, audiotapes, videotapes, 35mm film and exhibit displays.

Communications Research/Recommendations

Corporate Publications

Film Library

News Releases

Photo Library

Special Events

Speeches

Personal Information Banks

None

Crop Insurance and Stabilization Division

This division administers plans of crop insurance under the Crop Insurance Act (Ontario), 1990, and plans of farm income stabilization, including the Farm Income Stabilization Act, 1990, and the Market Revenue Insurance Program (GRIP).

General Classes or Types of Records

Contain information on crop insurance plans.

Agents/Adjustors - Crop Insurance/Market Revenue Insurance

Crop Insurance and Market Revenue Plans

Interprovincial Financial Assistance Programs

National Tripartite Program for Hogs, Cow-Calf, Feeder Calves, Slaughter Cattle, Lambs, Apples, Edible Beans, Honey and Onions Stabilization Plans

Manuals

Commodity Briefs

Crop Insurance Agent's Manual

National Tripartite Stabilization Program Manual

Stabilization Handbook

Personal Information Banks

Contain information on individuals applying for crop insurance or income stabilization programs.

Crop Insurance and Market Revenue Insurance Contracts - Coverage and Disputes

Location: Crop Insurance and Stabilization Division.

Legal Authority: Crop Insurance Act, R.S.O. 1990, c.C.46. Information Maintained: Contract number, name, address, telephone number, yields harvested, acres grown, agents' and adjusters' evaluations and comments, crop loss information, arbitration board decisions, coverage earned, correspondence to and from insureds.

Uses: Decide on current coverage; pay claims and audit.

Users: Branch staff, area managers. Select information to agents, adjusters, commission members, arbitration board members. Individuals in Bank: Applicants for crop insurance. Retention and Disposal: Seven years, then destroyed.

Farm Income Stabilization Program

Location: Crop Insurance and Stabilization Division.

Legal Authority: Farm Income Stabilization Act, R.S.O. 1990, c.F.5. Information Maintained: Name, address, telephone number, stabilization number, Social Insurance Number, details of commodities applied for, field audit reports, correspondence, sales reports for commodities, commission decisions. Uses: Decide eligibility for stabilization programs and audit. Users: Branch staff, adjusters. Individuals in Bank: Applicants. Retention and Disposal: Seven years, then destroyed.

Tripartite National Stabilization Program (TRIP)

Location: Crop Insurance and Stabilization Division.

Legal Authority: Federal/provincial agreement; Farm Income Stabilization Act, R.S.O. 1990, c.F.5.

Information Maintained: Name, address, enrolment number, purchase/sale data by commodity, financial information, payments. Uses: Decide eligibility for programs and audit. Users: Branch personnel, adjusters. Individuals in Bank: Applicants. Retention and Disposal: Six years, then destroyed.

Education and Research

Education and Research provides education and research opportunities to strengthen the agricultural and food industry in Ontario. The division includes the Ontario Agricultural Museum, Horticultural Research Institute of Ontario, the Agricultural Research Institute of Ontario and five colleges of agricultural technology: Alfred College, Centralia College, Kemptville College, New Liskeard College and Ridgetown College.

General Classes or Types of Records

Contain background, factual and instructional materials related to education and research.

Agricultural Research
Horticultural Research Institute of Ontario Reports
Ontario Agricultural Museum Exhibits
Ontario Crop Introduction and Expansion Program Reports

Manuals

Contain reference information on pesticide safe handling procedures for producers in the Grower Pesticide Safety Course or vendors in the Pesticide Vendor Certification Course.

Grower Pesticide Safety Course Manual
Pesticide Vendor Certification Course Supplement

Personal Information Banks

Contain information on college and course applicants.

Colleges of Agricultural Technology - Admissions

Location: Admissions office in each college of agriculture. Legal Authority: Ministry of Agriculture and Food Act, R.S.O.1990, c.M.16. Information Maintained: Name, address, age, sex, education, marks, Social Insurance Number, telephone number, date of birth, work history, academic transcripts (past education history), disciplinary problems, names of parents, Ontario Student Assistance Program participants. Uses: Record academic standing; plan future academic programs; accommodation; financial assistance. Users: College administrative staff. Teachers have access to their own students records. Individuals in Bank: Students. Retention and Disposal: Fifty years after student separates from college, then transferred to archives.

Ontario Pesticide Education Programme

Location: Ridgeway College of Agricultural Technology. Legal Authority: Ministry of Agriculture and Food Act, R.S.O. 1990, c.M.16. Information Maintained: For the Grower Pesticide Safety Course - name, address, telephone number, farm type, secondary type, crops grown, examination date, examination mark, where examination was taken, examination retry (if failed); For the Pesticide Vendor Certification Course - name, address, telephone number, company name, address and telephone number, gender, course date, course mark, fail or pass, examination retry (if failed). In future, Ministry of the Environment licence number will

also be kept. Uses: Record certification status of agricultural producers and pesticide vendors; distribute update information to pesticide safety course participants and audit. Users: College administration staff, Ministry of the Environment. Individuals in Bank: Course participants. Retention and Disposal: Permanent.

Finance and Administration

Finance and Administration supports ministry operations and ensures compliance with ministry and government financial, administrative and human resources policies by providing financial planning, information and systems management, human resources and audit services for all branches. It is comprised of five branches: Audit Services, Financial and Support Services, Guelph Development Project, Human Resources and Management Systems.

General Classes or Types of Records

Contain general administration records as described in Chapter II of this directory.

French Language Services
Internship Program

Manuals

Contain policies and procedures for the ministry and current information on the move to Guelph.

Audit Services Branch Manual
Guelph Development Project
OMAF Human Resources Policies and Procedures
Policy and Procedures Manual

Personal Information Banks

The following common personal information banks as described in Chapter II of this directory are maintained.

Career Planning/Training
Central Attendance Recording System (CARS)
Employment Application Inventory
Employment Equity Program
Freedom of Information and Protection of Privacy Act Requests
General Employment History and Payroll Information
Grievances and Applications
Identity/Employee Card
Integrated Payroll, Personnel and Employee Benefits System (IPPEBS)
Job Competitions
Library Users Lists
Medical Information (Personnel)

Ombudsman/Human Rights Commission
Performance Management
Travel/Expense Accounts
Workers' Compensation

Also contain information on staff training and development and the internship program for new employees.

Applicants to Ministry Programs - Central Registry

Location: Management Systems Branch. Legal Authority: Ministry of Agriculture and Food Act, R.S.O. 1990, c.M.16. Information Maintained: Name, address, telephone number, record of applications to programs, enrolment numbers. Uses: Produce a database for new programs; cross-reference applicants between programs and audit. Users: Staff responsible for administering various programs. Individuals in Bank: Applicants to ministry programs. Retention and Disposal: One year, then destroyed.

Internship Program for New Employees

Location: Human Resources Branch. Legal Authority: Public Service Act, R.S.O. 1990, c.P.45; R.R.O.1980, Reg. 881, s.2, s.16(2). Information Maintained: Background of program, original training plan, name, address, date of birth, education, work history. Uses: Resumes used in the staffing process and audit. Users: Human resource advisors, managers and directors directors/managers of specific branches. Individuals in Bank: Candidates applying for internship programs. Retention and Disposal: One year, then destroyed.

Staff Training and Development

Location: Human Resources Branch. Legal Authority: Public Service Act, R.S.O. 1990, c.P.45; R.R.O. 1980, Reg. 881, s.22. Information Maintained: Employee name, requests for staff development forms, nomination forms for educational programs, course/degree/diploma certificates, degrees and transcripts, requests/approvals for educational leaves of absence, agreements on conditions of accepting repayable awards, instructors' contracts. Uses: Record employees' training and development and audit. Users: Human Resources director, manager and advisors, staff development specialist, payroll supervisor and payroll/accounts staff. Individuals in Bank: Ministry employees. Retention and Disposal: Two years, then destroyed.

Food Industry

Food Industry is responsible for ensuring the implementation of the long-term Food Processing Development Strategy. It serves as the window on government for the food industry including processors, retailers and food service. The division is responsible for expanding Ontario food and agricultural sales in export and domestic markets, and providing support to the food processing industry through technology transfer, joint ventures and investor attraction. It is comprised of two branches: Food Industry Competitiveness and Market Development.

General Classes or Types of Records

Contain background information and planning documents related to marketing plans and the food industry.

Exhibits, Fairs, Trade Shows, Trade Missions
Foodland Ontario Promotional Campaign
Food Processing Industry - product import/export data, strategic alliances, investment attraction, technology research, technology upgrading (loans and grants)
International Trade Regulations on Processed Food
Market Development and Promotions
Market Research and Statistics

Personal Information Banks

None

Legal Services Branch

The branch counsels on legal matters including the interpretation of statutes and regulations. It prepares and reviews proposed legislation, regulations and other legal documents, and supplies general legal services to the ministry.

General Classes or Types of Records

Contain copies of all legislation and supporting documentation affecting the ministry. Where legal counsel is provided to another branch, the original documents generated by Legal Services are maintained in the program file within the appropriate branch of the ministry. Legal Services retains copies of its recommendations for reference purposes.

Personal Information Banks

The following common personal information bank as described in Chapter II of this directory is maintained.

Litigation Files

Policy and Programs

Policy and Programs Division coordinates the development of programs and policy and provides economic, statistical and policy analysis to all segments of the ministry and industry. It includes two branches: Policy Analysis, and Policy and Program Coordination.

General Classes or Types of Records

Contain research papers, aggregate statistics, analyses, and recommendations on various segments of the agricultural industry.

Agriculture Economics
Agricultural Statistics
Agricultural Trade Update
Commodity Reports
Economic/Market Outlook
Farm Demographics
Farm Policy Analyses
Food and Beverage Processing
Policy Research Recommendations
Processing, Distribution and Retailing Notes (PDR Notes)
Production Economics
Trade Policy Analyses

Personal Information Banks

Contain names and addresses of fruit and vegetable growers. Used to perform surveys according to Statistics Canada regulations.

Ontario Fruit and Vegetable Growers' List

Location: Policy and Programs Division. Legal

Authority: Statistics Canada Act, S.C. 1970-71-72, c.15.

Information Maintained: Name, address, telephone number, specific fruits and vegetables produced. Uses: Select growers in specific sectors of agriculture to survey and audit. Users: Policy advisors, statisticians, system specialists. Individuals in Banks: Commercial fruit and vegetable growers. Retention and Disposal: Six years, then destroyed.

Laboratory and Inspection Services

Laboratory and Inspection Services ensures the wholesomeness of food products through laboratory analysis and regular inspection of farms and food processing plants. It maintains quality assurance through the enforcement of grade standards and protects the financial interests of producers through financial protection programs. It provides laboratory testing and animal diagnostic services and is

comprised of five branches: Agricultural and Food Laboratory Services, Dairy Inspection Plant Products Inspection, Livestock Inspection, and Veterinary Laboratory Services.

General Classes or Types of Records

Contain federal and provincial safety, quality and financial protection standards, inspection reports, licensing requirements.

Apiaries
Central Milk Testing Laboratory Reports
Cream Quality Program
Crop Survey of Bradford Marsh Area
Dairy Industry
Dead Animal Disposal
Edible Oil, Oleomargarine Products
Fruit and Vegetable Quality Improvement Program
Fruit and Vegetable Industry
Hatchery Supply Flock Policy
Inspection Services
Investigation Reports
Judging, Scoring Products
Laboratory Services
Livestock Community Sales
Livestock Industry
Maple, Honey Products
Nurseries
Packaging
Physical Plant Standards
Processing Quality Control
Storage Quality Control
Technical Courses (Quality Control)
Veterinary Laboratory Services

Manuals

Contain factual and instructional material. Issued to program staff and inspectors to encourage a consistent and equitable method of evaluating farm practices and products.

Dairy Inspection - Field Manual and Directives
Financial Protection Unit - Information Manual
Fruit and Vegetable Inspection - Directives
Fruit and Vegetable Inspection - Grade Standards and Packing Manuals (acreage measurement, apple, asparagus, beet, cabbage, celery, cantaloupe, carrot, cauliflower, cherry, Christmas tree, field rhubarb, field tomato, forced rhubarb, grape, greenhouse cucumber, greenhouse tomato, head lettuce, maple products, onion, parsnip, peach, pear, pepper, plums, potato, processing pea tare and tenderometer, raspberry, rutabaga,

strawberry, sweet corn)

Fruit and Vegetable Inspection - Horticultural

Commodities Program Manuals (asparagus, sour cherry, tomato, wine grape)

Fruit and Vegetable Inspector's Procedure Manual

Meat Inspection Procedures Manual

Milk Industry - Field Manual

Milk Utilization - Audit Manual

Veterinary Laboratory Services User's Manual

Personal Information Banks

Contain information relating to licence status and inspection reports on individuals and facilities involved in growing and processing agricultural products.

Abandoned Orchards

Location: Plant Products Inspection Branch. Legal Authority: Abandoned Orchards Act, R.S.O. 1990, c.A.1. Information Maintained: Complainants' and defendants' names, addresses, telephone numbers; location of problem orchard; inspection reports; notices; request for hearings; hearing decision; affidavits. Uses: Determine whether or not a property is an abandoned orchard in order to take proper action to clean it up and audit. Users: Provincial entomologist, program manager, director, supervisor, inspector. Individuals in Bank: Individuals submitting applications for action under the act and those named as landowners of the problem orchard. Retention and Disposal: Ten years, then transferred to archives.

Bee Inspectors

Location: Provincial Apiarist, Plant Products Inspection Branch. Legal Authority: Bees Act, R.S.O. 1990, c.B.6. Information Maintained: Name, inspector number, address, correspondence, payroll information, telephone number, Social Insurance Number. Uses: Conduct payroll; provide lists of bee inspectors; provide names to public as regional contacts and audit. Users: Provincial apiarist, director, secretaries. Restricted access to beekeepers, Personnel and Accounts Branch. Public access to names, telephone numbers, addresses and territories of bee inspectors. Individuals in Bank: Individuals employed as bee inspectors by the ministry. Retention and Disposal: Seven years, then destroyed.

Beef Cattle Dealers' Financial Information

Location: Financial Protection Unit. Legal Authority: O. Reg.367/82 under the Livestock and Livestock Products Act, R.S.O. 1990, c.L.20. Information Maintained: Name, file reference, address, telephone number, licence

status, financial information (assets, liabilities, net worth, income, expense details), dates of correspondence, financial security type, amount, expiry date (if provided), volume of purchases, business details. Uses: Produce statistical reports; analyze the financial position of applicant for a livestock dealer's licence and audit. Users: Financial Protection Unit staff. Licence status is public information. Individuals in Bank: Packing plant and slaughterhouse operators, country dealers purchasing live beef cattle for slaughter or for further rearing, commission agents and community sales operators. Retention and Disposal: Ten years, then transferred to archives.

Beef Cattle Financial Protection Program

Location: Livestock Inspection Branch. Legal Authority: Livestock and Livestock Products Act, R.S.O. 1990, c.L.20; O.Reg. 367/82. Information Maintained: Name, business name, address, telephone number, chairman's report, points for financial responsibility, amounts and type of security, hearing notice, results of hearing. Uses: Evaluate credentials for a licence and audit. Users: Director, program manager, Financial Protection Unit, administrator, branch administrative staff. Individuals in Bank: Livestock dealers applying for a licence. Retention and Disposal: One year, then destroyed.

Beef Dealers - Volume of Cattle Purchases and Fees Information

Location: Financial Protection Unit. Legal Authority: O. Reg.368/82 under the Farm Products Payment Act, R.S.O. 1990, c.F.10. Information Maintained: Name, file reference, address, telephone number, status, number of head of beef cattle purchased each month, amount of fees submitted. Uses: Maintain a record of each applicant's volume of purchases and fees submitted; determine who has not paid their fees; produce statistical reports and audit. Users: Financial Protection Unit staff. Individuals in Bank: Packing plant and slaughterhouse operators, country dealers purchasing live beef cattle for slaughter or for further rearing, commission agents and community sales operators. Retention and Disposal: Six years, then destroyed.

Beekeepers

Location: Provincial Apiarist, Plant Products Inspection Branch. Legal Authority: Bees Act, R.S.O. 1990, c.B.6; R.R.O.1980, Reg. 81, s.1. Information Maintained: Name, address, telephone number, number of hives, number of hive locations; name, address and telephone number for land owners of each hive location; records of

inspection related to those locations. Uses: Provide bee inspectors with names of beekeepers and bee yard locations and audit. Users: Provincial apiarist, provincial bee inspectors. Names and addresses provided to local beekeeping associations. Individuals in Bank: Known beekeepers in the province. Retention and Disposal: Ten years, then transferred to archives.

Claims Against the Fund for Livestock Producers

Location: Financial Protection Unit. Legal Authority: Farm Products Payments Act, R.S.O. 1990, c.F.10, as amended S.O. 1984, c.39; O. Reg. 368/82 and O. Reg. 525/82. Information Maintained: Claimant's name, address, file reference, telephone number, status, stage of claim, details of claim (dealer name, address, telephone number, contract number, type of claim, amount of head, etc.), listing of correspondence, dates and results of board meetings, amount and cheque details. Uses: Maintain the details of claims made against the fund; produce statistical reports and calculations and audit. Users: Financial Protection Unit staff. Individuals in Bank: Producers applying for compensation. Retention and Disposal: Six years, then destroyed.

Claims Against the Grain Corn and/or Soybean Funds

Location: Financial Protection Unit. Legal Authority: O.Reg. 651/84 and O. Reg. 652/84 under the Farm Products Payments Act, R.S.O. 1990, F.10. Information Maintained: Claimant's name, address, file reference, telephone number, status, stage of claim, details of claim (dealer name, address, telephone number, contract number, type of claim, amount of bushels, etc.), listing of correspondence, dates and results of board meetings, payment details. Uses: Maintain the details of claims made against the fund; produce statistical reports and calculations and audit. Users: Financial Protection Unit staff. Individuals in Bank: Grain, corn and/or soybean producers applying for compensation. Retention and Disposal: Six years, then destroyed.

Controlled-Atmosphere Operator/Packer - Licence Applications

Location: Plant Products Inspection Branch. Legal Authority: Farm Products Grades and Sales Act, R.S.O. 1990, c.F.8. Information Maintained: Applicant's name, business name, address, telephone number; name and address of partners; title of official if applicant is a corporation. Uses: Evaluate credentials for a licence and audit. Users: Director and branch administrative staff, program manager, district supervisors, inspectors. Individuals in Bank: Applicants. Retention and Disposal: Seven years, then destroyed.

Dairy Inspection - Certificate Holders

Location: Dairy Inspection Branch. Legal Authority: Milk Act, R.S.O. 1990, c.M.12. Information Maintained: Name of certificate holder, address, employer, certificates held, inspection data. Uses: Monitor inspections; maintain and issue certificates and audit. Users: Dairy Inspection Branch staff. Individuals in Bank: Graders and testers of dairy products. Retention and Disposal: Seven years, then destroyed.

Dead Animal Disposal Operators

Location: Livestock Inspection Branch and office of chief investigator. Legal Authority: Dead Animal Disposal Act, R.S.O. 1990, c.D.3. Information Maintained: Name, business name, address, telephone number, license number of collectors, brokers, receiving plants, rendering plants; correspondence, inspection reports and volume reports. Uses: Produce statistical information and maintain current licence information and audit. Users: Director, program manager, investigation unit and administrative staff. Individuals in Bank: Provincially licensed collectors, brokers, receiving plants and rendering plants. Retention and Disposal: Six years, then transferred to archives.

Egg Dealers - Eggs and Processed Eggs

Location: Livestock Inspection Branch. Legal Authority: Livestock and Livestock Products Act, R.S.O. 1990, c.L.20. Information Maintained: Name, business name, telephone number, correspondence, license number for buyers and sellers of reject eggs; license number to operate processed egg station application and license no. (application license to operate processed egg station) for purchase and sale of inedible processed eggs. Uses: Provide list of current license information, evaluate criteria and credentials for license and audit. Users: Director, program manager, investigation unit and administrative staff. Individuals in Bank: Licensed egg grading stations, purchasers and sellers of processed inedible eggs and operators of processed egg stations. Retention and Disposal: Six years, then transferred to archives.

Fresh Milk Sample Analysis

Location: Central Milk Testing Laboratory. Legal Authority: Milk Act, R.S.O. 1990, c. M.12. Information Maintained: Producer name, address, licence number, transporter, driver, milk analysis. Uses: Supply composition test (fat) for payment to producer; supply quality tests and audit. Users: Program staff, producers,

Ontario Milk Marketing Board staff. Individuals in Bank: Milk producers. Retention and Disposal: Six years then destroyed.

Fresh Fruit and Vegetable Dealers - Licence Applications

Location: Plant Products Inspection Branch. Legal Authority: Farm Products Grades and Sales Act, R.S.O. 1990, c.F.8. Information Maintained: Applicant's name and address, business operating name, telephone number, names and addresses of principals in unincorporated companies. Uses: Evaluate credentials for a licence and audit. Users: Director, branch administrative staff, program manager, district supervisors, inspectors. Select information to growers of fresh fruit and vegetables, and marketing boards. Individuals in Bank: Licence applicants. Retention and Disposal: Seven years, then destroyed.

Fruit and Vegetable Grading - Certificate Holders

Location: County and district offices. Legal Authority: Farm Products Grades and Sale Act, R.S.O. 1990, c.F.8. Information Maintained: Name and address of grower, processor or receiver, quantity delivered per load, quality and/or defects in sample, name of grader. Uses: Operational record of grading services performed which may be used in determining the price paid to grower and audit. Users: Administrative staff, district supervisors, branch inspectors, ministry investigator, actual grower/receiver of each certificate. Individuals in Bank: Growers delivering products subject to grading by branch inspectors or graders. Retention and Disposal: Ten years, then destroyed.

Fruit and Vegetable Inspection Certificates

Location: Plant Products Inspection Branch. Legal Authority: Farm Products Grades and Sales Act, R.S.O. 1990, c.F.8. Information Maintained: Name, address of grower, receiver and processor; packer's name and address; number of packages; commodity, grade declared; quality and condition of produce; reason for requested inspection and name of inspector. Uses: Operational record of requested inspection services performed which provides growers, processors, or receivers with confirmation of condition/quality of produce before and/or after shipping and audit. Users: Director, administrative staff, district supervisors, branch inspectors, accounts receivable, client receiving certificate. Individuals in Bank: Growers delivering products subject to inspection by branch inspectors. Retention and Disposal: Seven years, then destroyed.

Fruit and Vegetable Inspection - Detentions and Releases

Location: Plant Products Inspection Branch, Ontario Food Terminal. Field offices maintain their own files. Legal Authority: Farm Products Grades and Sales Act, R.S.O. 1990, c.F.8. Information Maintained: Name and address of owner or person in possession, type of product, number involved, markings re: name and address of packer, reasons for detention/release. Uses: Operational record used to detain and release farm products; identify offenders; support evidence in legal proceedings and audit. Users: Administrative staff, director, program manager, district supervisors, branch inspectors, ministry investigators. Individuals in Bank: Individuals whose products are detained under the Farm Products Grades and Sales Act. Retention and Disposal: Ten years, then transferred to archives.

Fruit and Vegetable Inspection - Violations

Location: Plant Products Inspection Branch. Legal Authority: Farm Products Grades and Sales Act, R.S.O. 1990, c.F.8. Information Maintained: Name and address of violator of the Farm Products Grades and Sales Act, nature and details of offence, evidence, statements and staff reports. Uses: Identify offenders and record offences and audit. Users: Administrative staff, director, program manager, district supervisors, branch inspectors, ministry investigators. Individuals in Bank: Violators of the Farm Products Grades and Sales Act. Retention and Disposal: Ten years, then transferred to archives.

Fruit and Vegetable Quality Improvement Program

Location: Plant Products Inspection Branch. Field offices maintain their own sub-files. Legal Authority: Order in Council 1708/86. Information Maintained: Name, address, telephone number, application forms, acreage and crops produced, inspection reports, cancelled invoices, correspondence, cheques supporting gross annual farm income, project cost, names of owners of business, total project cost, status of existing facilities, amount of grant. Uses: Determine eligibility for and amount of grant and audit. Users: Branch director, program manager, inspectors, branch administrative staff. Names and grant amounts are public information. Individuals in Bank: Applicants. Retention and Disposal: Ten years, then transferred to archives.

Grain Dealers and Elevator Operators - Licensees

Location: Plant Products Inspection Branch. Legal Authority: Grain Elevator Storage Act, R.S.O. 1990, c.G.10; Farm Products Grades and Sales Act, R.S.O. 1990, c.F.8. Information Maintained: Names, addresses,

telephone numbers, storage inventories, physical facilities, business operations, financial statements, insurance documents, licensing records, infraction reports, inspection reports. Uses: Determine eligibility for grain dealer's licence and grain elevator storage operator's licence and audit. Users: Branch director, program manager, inspectors, administrative staff. Licence status is public information. Individuals in Bank: Grain dealers, grain elevator operators. Retention and Disposal: Ten years, then transferred to archives.

Grain Dealers' Financial Information

Location: Financial Protection Unit. Legal Authority: Farm Products Grades and Sales Act, R.S.O. 1990, c.F.8; O. Reg. 653/84, s.4(1) and s.5. Information Maintained: Name, file reference, address, telephone number, status, financial information for the last three periods (assets, liabilities, net worth, income, expense details), dates of correspondence, financial security type, amount, expiry date, volume of purchases, banking and business details. Uses: Produce statistical reports; analyze the financial position of an applicant for the grain dealer's license and audit. Users: Financial Protection Unit staff. Individuals in Bank: Individuals engaged in the business of buying grain corn, canola and soybeans from Ontario producers. Retention and Disposal: Ten years, then transferred to archives.

Horticultural Inspection Report

Location: Plant Products Inspection Branch. Legal Authority: Farm Products Grades and Sales Act, R.S.O. 1990, c.F.8. Information Maintained: Name, address of facility inspected, commodity, quantity, origin, packer's name and address, infraction, disposition of product, inspector's name, detention number, certificate number. Uses: Operational record of inspection services performed, which provides the facility with a record of quality/condition of produce at that location at time of inspection and audit. Users: Director, administration staff, district supervisors, branch inspectors, client receiving report. Individuals in Bank: Owner/operator of facility inspected. Retention and Disposal: Ten years, then transferred to archives.

Investigation Unit - Agricultural Investigation Files

Location: Office of Chief Investigator. Legal Authority: Abandoned Orchards Act, R.S.O. 1990, c.A.1; Beef Cattle Marketing Act, R.S.O. 1990, c.B.5; Dead Animal Disposal Act, R.S.O. 1990, c.D.3; Edible Oil Products Act, R.S.O. 1990, c.E.1; Farm Products Grades and Sales Act, R.S.O. 1990, c.F.8; Livestock and Livestock Products Act, R.S.O. 1990, c.L.20; Livestock

Community Sales Act, R.S.O. 1990, c.L.22; Meat Inspection Act, R.S.O. 1990, c.M.5; Milk Act, R.S.O. 1990, c.M.12; Oleomargarine Act, R.S.O. 1990, c.O.5; Criminal Code of Canada. Information Maintained: Name, address, age information on suspected offenders, charges, convictions, breaches of government financial assistance programs and licence regulations. Uses: Maintain information for current and future investigations and audit. Users: Chief investigator and staff. Individuals in Bank: Persons or companies suspected of violating the acts and programs administered by the ministry. Retention and Disposal: Ten years, then destroyed.

Livestock Community Sale Operators - Licence Applications

Location: Livestock Inspection Branch. Legal Authority: Livestock Community Sales Act, R.S.O. 1990, c.L.22; R.R.O. 1980, Reg. 586. Information Maintained: Applicant's name, address, location, name of sale, name of insurance company for fire, policy number and amount, annual average gross return for sale, amount of security on deposit, inspection report (general health of livestock observed, condition of building, yard, water supply, scales and records). Uses: Evaluate credentials for a licence and audit. Users: Director, program manager and administrative staff. Licence status is public information. Individuals in Bank: Licensed community sales operators. Retention and Disposal: One year, then destroyed.

Meat Inspection - Provincial Slaughter Plants

Location: Livestock Inspection Branch and six regional offices. Legal Authority: Meat Inspection Act, R.S.O. 1990, c.M.5; R.R.O. 1980, Reg. 607. Information Maintained: Name, address, type of animal slaughtered; name of plant; plant number; licence number; correspondence. Uses: Evaluate credentials for a licence and audit. Users: Director, program manager, branch administrative staff. Individuals in Bank: Provincial slaughter plant operators. Retention and Disposal: Five years, then destroyed.

Nursery Stock Operators/Dealers - Licence Applications

Location: Plant Products Inspection Branch. Legal Authority: Plant Diseases Act, R.S.O. 1990, c.P.14. Information Maintained: Applicant's name and address, business address, name of nursery, ownership of nursery including names of all partners, head office of nursery, locations of premises where plants are grown or offered for sale. Uses: Evaluate credentials for a licence; location of nurseries for disease control and audit. Users:

Director, branch administrative staff, program manager, branch inspectors, provincial entomologist. Individuals in Bank: Licence applicants. Retention and Disposal: Two years, then destroyed.

Ontario Hatchery Supply Flock Policy - Applications and Registrations

Location: Guelph Laboratory. Legal Authority: Ministry of Agriculture and Food Act, R.S.O. 1990, c.M.16; Orders in Council 5097/72 and 1899/72. Information Maintained: Name, address, type of poultry, numbers, dates of placement, testing requirements and requests. Uses: Identify flock placements by hatcheries; estimate workload of Ontario Hatchery and Supply Flock Policy staff and audit. Users: Laboratory administrative staff, inspectors. Individuals in Bank: Hatchery operators. Retention and Disposal: Seven years, then destroyed.

Ontario Storage and Packing Assistance Program (OSPAP), 1980 - 1986

Location: Plant Products Inspection Branch. Field offices maintain their own sub files. Legal Authority: Ministry of Agriculture and Food Act, R.S.O. 1990, c.M.16. Information Maintained: Proposal and application forms, name, address, telephone number, gross annual farm income, names of owners of business, inspection reports, correspondence, existing facilities and packing equipment, crops and acre ages produced, construction plans, invoices, cancelled cheques, supporting project costs, total project costs, grant provided. Uses: Determine eligibility for and amount of grant and audit. Users: Branch director, program manager, inspectors, branch administrative staff. Names and grant amounts are public information. Individuals in Bank: Producers applying for OSPAP assistance. Retention and Disposal: Ten years, then destroyed.

Pest Injury Data

Location: Pest Diagnostic and Advisory Clinic, University of Guelph. Legal Authority: Ministry of Agriculture and Food Act, R.S.O. 1990, c.M.16. Information Maintained: Name, address, description of problem, laboratory findings, recommendations. Uses: Identify insects, weeds, plant diseases; recommend control measures and audit. Users: Clinic administrative staff, program specialists. Individuals in Bank: General public submitting relevant specimens for analysis. Retention and Disposal: Seven years, then destroyed.

Pesticide Residue Data

Location: Provincial Pesticide Residue Testing Laboratory, University of Guelph. Legal Authority: Ministry of Agriculture and Food Act, R.S.O. 1990, c.M.16. Information Maintained: Name, address, telephone number, age, sex, medical history, occupation, farming practices. Uses: Monitor, survey, and research the effects of pesticide residue in agriculture and the environment and audit. Users: Laboratory administrative staff, program specialists, plant and animal extension staff. Individuals in Bank: General public, farming community. Retention and Disposal: Seven years, then destroyed.

Plant Disease Cases

Location: Plant Products Inspection Branch. Field offices maintain their own sub files. Legal Authority: Plant Disease Act, R.S.O. 1990, c.P.14. Information Maintained: Name of claimant, name of defendant, applications for inspection for diseases and insects, inspection reports, recommendations for cure of disease, correspondence. Uses: Enforce the regulations under the Plant Diseases Act and audit. Users: Provincial entomologist, director, program manager, supervisor, inspector. Individuals in Bank: Persons submitting petitions for the establishment of a plant-disease control area and those named as the landowners of the problem orchard or vegetable acreage. Retention and Disposal: Ten years, then transferred to archives.

Processing Potato Dealers' Financial Information, 1987 - 1992

Location: Financial Protection Unit. Legal Authority: Farm Products Marketing Act, R.S.O. 1990, c.F.9; O. Reg. 371/80. Information Maintained: Name, file reference, address, telephone number, licence status, financial information (assets, liabilities, net worth, income expense details), dates of correspondence, financial security type, amount, expiry date (if provided), volume of purchases, business details. Uses: Produce statistical reports; analyze the financial position of an applicant for a licence to purchase potatoes for processing and audit. Users: Financial Protection Unit staff. Individuals in Bank: Licence applicants. Retention and Disposal: Ten years, then transferred to archives.

Processing Vegetable Dealers' Financial Information, 1984 - 1992

Location: Financial Protection Unit. Legal Authority: Farm Products Marketing Act, R.S.O. 1990, c.F.9; O.Reg. 388/80. Information Maintained: Name, file

reference, address, telephone number, licence status, financial information (assets, liabilities, net worth, income expense details), dates of correspondence, financial security type, amount, expiry date (if provided), volume of purchases, business details. Uses: Produce statistical reports; analyze the financial position of an applicant for a licence to purchase vegetables for processing and audit. Users: Financial Protection Unit staff. Licence status is public information. Individuals in Bank: Licence applicants. Retention and Disposal: Ten years, then transferred to archives.

Produce Arbitration Board

Location: Plant Products Inspection Branch. Legal Authority: Farm Products Grades and Sales Act, R.S.O. 1990, c.F.8. Information Maintained: Name, address, telephone number of grower and dealer; notice of grower/dealer produce transaction dispute; related correspondence; supporting documents supplied by both parties, notice of hearing date; minutes of the hearing; award (decision by the Produce Arbitration Board). Uses: Settle produce transaction disputes between producers and dealers of fresh fruits and vegetables and audit. Users: Program manager, director, supervisor, inspector. Individuals in Bank: Applicants submitting notices of dispute and other contracting party. Retention and Disposal: Ten years, then transferred to archives.

Producer Challenges to Raw Milk Test Results

Location: Dairy Inspection Branch. Legal Authority: Milk Act, R.S.O. 1990, c.M.12. Information Maintained: Name, producer number, address, penalty levied, correspondence, record of appeal, decision of appeal. Uses: Record the outcome of producer challenges to raw milk test results and audit. Users: Director, program manager, assistant program manager. Individuals in Bank: Producers challenging raw milk test results. Retention and Disposal: Twenty-five years, then transferred to archives.

Affiliated Agencies

The following agencies, boards and commissions serve the ministry in an advisory and/or regulatory capacity.

General Classes or Types of Records

Unless otherwise listed, these agencies do not keep separate records other than minutes and agendas of meetings. All other records are maintained by the appropriate branch of the ministry.

Personal Information Banks

All personal information banks used by the following affiliated agencies are maintained by the ministry, with the exception of the banks listed below.

Advisory Committees on Diploma Education

Act in an advisory capacity regarding diploma education at the five colleges of agriculture and food technology. The committees assess the changing education requirements for farming, agribusiness and the agricultural industry, and make recommendations to principals for future education programs.

Agricultural Licensing and Registration Review Board

Hears appeals under the following acts: Agricultural Tile and Drainage Installation Act, Animals for Research Act, Artificial Insemination of Livestock Act, Dead Animal Disposal Act, Farm Products Grades and Sales Act, Grain Elevator Storage Act, Livestock and Livestock Products Act, Livestock Community Sales Act, Livestock Medicines Act, Meat Inspection Act, Plant Diseases Act; Provincial Auctioneers Act, and Riding Horse Establishments Act. Each act has specific provisions allowing appeals to be taken to the board, and sets out provisions to be followed in respect of such appeals.

Agricultural Rehabilitation and Development Directorate

Maintains projects undertaken jointly with the federal government under the Agricultural Rehabilitation and Development Act.

Agricultural Research Institute of Ontario

Reviews ministry-funded research programs at the ministry's colleges of agricultural technology, the University of Guelph, and horticultural research and experimental stations, and makes recommendations to the minister to ensure that these programs meet the needs of Ontario agriculture.

Beginning Farmer Assistance Program Review Committee

Provides applicants denied assistance under the Beginning Farmer Assistance and Ontario Farm-Start Programs with an avenue of appeal.

Co-operative Loans Board of Ontario

Administers existing loans of cooperative associations under the Co-Operative Loans Act.

Crop Insurance Commission of Ontario

Provides farmers with an insurance program against loss due to natural perils for the major crops grown in Ontario, conducts surveys and research programs relating to crop insurance and obtains statistics for commission use.

Egg Fund Board

The Egg Fund Board is a producer protection fund that ensures payment to egg producers when a grading station defaults on its payment for eggs purchased from producers.

Farm Income Assistance Appeal Board

The board provides farmers with an independent avenue of appeal when denied a grant under the 1991 Farm Interest Assistance Program.

Farm Income Stabilization Commission of Ontario

Administers the Farm Income Stabilization Act, provides for surveys and research relating to farm income stabilization and obtains statistics for commission use.

Farm Practices Protection Board

Hears complaints pertaining to farm practices and determines whether or not the practices are normal.

Farm Products Appeal Tribunal

Provides an independent, accessible avenue of appeal in matters relating to the Ontario Farm Products Marketing Act and the Milk Act. Serves as a licence review board under the Milk Act, the Farm Products Marketing Act, the Edible Oil Products Act and the Oleomargarine Act. Under the Commodity Boards Members Act, the tribunal has no authority to hear applications relating to the conduct of members of commodity boards.

Farm Tax Rebate Appeal Board

Provides an owner of farm property with an independent avenue of appeal when denied a rebate under the Farm Tax Rebate Program.

Grain Financial Protection Board

Collects fees, administers the fund and approves claims made against the fund set up under the Grain Financial Protection Program (Farm Products Payment Act, R.S.O. 1980; O. Reg. 651/84) to protect producers in the event a licensed dealer defaults on payment or a licensed grain elevator operator defaults on storage.

Livestock Financial Protection Board

Collects fees, administers the fund and approves claims made against the fund set up under the Ontario Beef Cattle Financial Protection Program to protect producers and other sellers of beef cattle in the event a licensed buyer defaults on payment.

Livestock Medicines Advisory Committee

Reviews all legislation and regulations pertaining to live stock medicines and advises the Minister on matters relating to the control and regulation of livestock medicines.

Ontario Agricultural Museum Advisory Board

Advises the Minister on matters relating to the museum and is concerned with achieving the museum's mandate.

Ontario Agricultural Museum Artifacts Valuation Committee

Performs appraisal services of artifacts and structures in which the Ontario Agricultural Museum has an interest, either as a purchaser, borrower, lender, recipient of a donation, or for any other purpose.

Ontario Crop Insurance Arbitration Board

Hears appeals on claim disputes.

Ontario Drainage Tribunal

Provides a readily accessible forum for appeals under the Drainage Act, establishes rules of practice and procedure for its hearings, deliberates on evidence of hearings and makes decisions independent of the ministry. The tribunal may recommend to the Minister any changes in legislation that it considers advisable.

Ontario Farm Family Advisor Program Board

Nominates and selects advisors, reviews reports and advisors' performance and recommends actions to the ministry.

Ontario Farm Implements Board

Encourages the resolution of problems encountered by farmers and the farm machinery industry arising out of the sale of farm machinery, its repair, maintenance and use.

Ontario Farm Products Marketing Commission

Supervises 25 Ontario marketing boards to whom power and authority have been delegated under the Farm Products Marketing Act and the Milk Act, facilitates

Ministry of Agriculture and Food (AG & FOOD)

cooperative relationships between producer groups and their related processing and distribution sectors, and implements and administers the enabling legislation related to regulated marketing.

General Classes or Types of Records

Contain information on the fund for milk and cream producers and food processing licensing.

Fund for Milk and Cream Producers

Marketing Boards

Marketing Board - Food Processing Licensing

Ontario Grain Corn Council

Studies, advises and makes recommendations on all matters relating to the production and marketing of Ontario grain corn, to any or all segments of the grain corn industry and to any level of government.

Ontario Junior Farmer Establishment Loan Corporation

Ensures the repayment of outstanding loans of mortgagors and repayment to the Treasurer of Ontario of any indebtedness.

Potato Financial Protection Board

Administers the fund for producers of potatoes.

Processing Vegetable Financial Protection Board

Administers the fund for processing-vegetable producers.

Produce Arbitration Board

Arbitrates payment disputes between fruit and vegetable producers and the dealers to whom they have sold their produce.

Provincial Decision Committee

Reviews, assesses and makes recommendations on client applications to the Operating Loan Guarantee Program.

ALGONQUIN COLLEGE OF APPLIED ARTS AND TECHNOLOGY

Head

Chair, Board of Governors
Algonquin College of Applied Arts and Technology
1385 Woodroffe Avenue
Nepean, Ontario
K2G 1V8
Telephone: (613) 727-4723, ext. 7702

Access

Freedom of Information and Privacy Coordinator
Algonquin College of Applied Arts and Technology
1385 Woodroffe Avenue
Nepean, Ontario
K2G 1V8
Telephone: (613) 727-4723

A public reading room for the review of manuals and other information is open during regular office hours and some evenings in the Resource Centre on the second floor, C Block, 1385 Woodroffe Avenue, Nepean.

Mandate

The College's mandate is to provide high quality, career-oriented education and training that responds to the needs of learners, to the community and to society.

Organization

The President, as the chief executive officer, reports to the Board of Governors. Four divisions report to the President - Academic, Continuing Education, Student Life and Human Resources, and Finance and Administration - each headed by a Vice President. The college is organized into academic schools under the Vice President, Academic. While the Schools of Applied Arts, Business, Health Sciences and Technology and Trades, each headed by a Dean, offer mainly full-time programs in the metropolitan Ottawa area; the Schools of Renfrew County, and Lanark County, each headed by a principal, are responsible for program delivery, both full-time and part-time, in the outlying areas.

Divisions

Board of Governors

The Board of Governors, appointed by the Ontario Council of Regents, oversees the operation of the college, establishes policies and evaluates college

operations and effectiveness. The board is assisted by standing committees and a number of program advisory committees.

General Classes or Types of Records

Contain information on the development of policy and the establishment of goals and objectives for the college.

Bylaws
Minutes
Policies

Personal Information Banks

The following common personal information bank as described in Chapter II of this directory is maintained.

Board of Governors Membership

Office of the President

The President, who is appointed by and responsible to the Board of Governors, is the Chief Executive Officer with full authority to manage operations and direct staff.

General Classes or Types of Records

Contain operational records common to community colleges as described in Chapter II of this directory, relating to corporate management and the provision of information on college affairs to the public.

Manuals

Issued to staff and containing policies and procedures governing college operations.

College Directives

Personal Information Banks

None

Vice President, Student Life and Human Resources

The Vice President, Student Life and Human Resources is responsible for the Human Resources, Student Services, Planning, and the Marketing and Public Affairs functions at the college.

General Classes or Types of Records

Contain operational records common to community colleges as described in Chapter II of this directory, relating to the provisions of student services, the management of human resources, corporate planning, and marketing and public awareness.

Personal Information Banks

The following common personal information banks as described in Chapter II of this directory are maintained.

Co-op, Work Term, Final Job Placements
Employee Personnel, Payroll and Benefits Records
Health and Medical Records
Job Competitions and Applications
Library Users Lists
Ombudsman/Human Rights Commission
Ontario Student Assistance Program
Student Counselling
Teacher Workload Records (Standard Workload Form)
Vocational Testing and Counselling
Workers' Compensation

Also contain information about graduate students, students with special needs and the student tutoring program.

Graduate Student Questionnaires

Location: Placement Offices. Legal Authority: Ministry of Colleges and Universities Act, R.S.O. 1990, c.M.19. Information Maintained: Name, address, post-graduate employment history. Uses: Compile statistical information for program evaluation; report to Ontario College Information System per Ministry of Colleges and Universities requirement. Users: Placement staff, academic departments, Planning staff. Individuals in Bank: All college graduates. Retention and Disposal: Three years after graduation of student, then destroyed.

Special Needs Service Profiles

Location: Special Needs Coordinator's Office. Legal Authority: Ministry of Colleges and Universities Act, R.S.O. 1990, c.M.19. Information Maintained: Name, address, date of birth, student number, medical data, nature of disability, technical aids (assistive devices required), diagnostic treatment records; contact notes, individualized student plan (accommodations). Uses: Assess special needs of students; determine reasonable accommodation; prepare statistical reports. Users: Special Needs staff. Individuals in Bank: Students with special needs - physical, learning, sensory, medical, or multi-disabilities. Retention and Disposal: Not determined.

Student Tutoring Records

Location: Counselling offices. Legal Authority: Ministry of Colleges and Universities Act, R.S.O. 1990, c.M.19. Information Maintained: Name, address, telephone number for tutors and tutees, program, semester, subjects requiring tutoring, number of sessions, receipts for payment, paid by student/Financial Aid, faculty recommendation on tutor, subjects able to tutor. Uses: Maintain financial records for Students' Association and

reports for Financial Aid; generate statistical reports. Users: Counsellors, Financial Aid and Students' Association staff. Individuals in Bank: Student tutors and tutees. Retention and Disposal: Two years, then destroyed.

Vice President, Academic

The Vice President, Academic is responsible for the development, operation, and evaluation of full-time academic programs, and liaison with various facilities, such as hospitals, day care centres, correctional institutions, where college students in several programs obtain clinical, practical and field experience. The division also is responsible for the operation of a dental clinic, a flower shop, a hair salon and a restaurant.

General Classes or Types of Records

Contain operational records common to community colleges as described in Chapter II of this directory, relating to the development and delivery of academic programs. The following records are also maintained.

Academic Council Minutes
Admissions Criteria
Advisory Committee Minutes
Canadian Job Strategy Committee Minutes
Dean's/Principal's Management Committee Minutes
Principal's Council Minutes
Program Council Minutes
Senior Adult Training Plans
Student Retention Committee Minutes
Vice President Academic's Management Committee Minutes

Personal Information Banks

The following common personal information banks as described in Chapter II of this directory are maintained.

Day Care Registrants
Dental Clinic Patients
Student Appeals (disciplinary, administrative, academic)
Tests, Examinations and Assessments

Vice President, Continuing Education

The Vice President, Continuing Education administers the part-time credit, general interest and career-oriented courses run by the college. In addition, the division is also responsible for administering the Ontario Skills Development Office, and Ontario Training Strategy and FUTURES programs. Several programs in accounting,

real estate, purchasing, insurance, etc., are also offered, which satisfy licensing and certification requirements of external professional bodies.

General Classes or Types of Records

Contain operational records common to community colleges as described in Chapter II of this directory, relating to the development and delivery of academic programs and the administration of government-sponsored programs listed above. The following records are also maintained.

Client Files
Community Sponsors Information
Continuing Education Program Submissions
Contracts and Letters of Agreement
Employers Files
Professional Training Mailing List
Vice President's Executive Committee

Personal Information Banks

The following common personal information banks as described in Chapter II of this directory are maintained.

FUTURES Program Applicants and Participants
Ontario Basic Skills Program Trainees
Ontario Training Incentive Program Trainees

Vice President, Finance and Administration

The Vice President, Finance and Administration is responsible for all matters relating to the financial and general administration of the college, such as the departments of Physical Resources, Finance, Registrar, Ancillary Operations, Computer Services, Internal Audit and other support activities.

General Classes or Types of Records

Contain general administration records as described in Chapter II of this directory. The following records are also maintained.

Director's Committee Minutes
Survey of Continuing Education Students
Survey of First-Year New Entrants
Survey of Withdrawn-Application Students

Personal Information Banks

The following common personal information banks as described in Chapter II of this directory are maintained.

Freedom of Information and Protection of Privacy Act Requests
Parking Records
Student Registration and Academic History
Travel/Expense Accounts

ALGONQUIN FORESTRY AUTHORITY

Head

Chair of the Board
222 Main Street
Huntsville, Ontario
POA 1K0
Telephone: (705) 789-9647

Access

Freedom of Information and Privacy Coordinator
Algonquin Forestry Authority
P.O. Box 1198
222 Main Street
Huntsville, Ontario
POA 1K0
Telephone: (705) 789-9647

A public reading room for the review of manuals and other information is open during regular office hours at 222 Main Street, Huntsville.

Mandate

The authority is responsible for integrated forest management within Algonquin Park, including harvesting, production, tree marking, scaling, silvicultural projects and the maintenance of multi-use roads. All activities are carried out in harmony with other park uses and in a way that protects park values.

Organization

The authority's head office is in Huntsville with a branch office in Pembroke.

General Classes or Types of Records

The authority maintains files dealing with forestry in Algonquin Park.

Aerial Photographs of Algonquin Park
Annual Cut Surveys of Areas harvested
Annual Plans of Forest Operations
Five-Year Operating Plans
Maps (various scales, covering topography and forest conditions)
Silvicultural Records (covering tree planting and tree marking)
Twenty-Year Forest Management Plan

Personal Information Banks

The following common personal information as described in Chapter II of this directory is maintained.

General Employment History and Payroll Information
Performance Management
Travel/Expense Accounts

Personnel and Payroll

Location: Huntsville Office. Legal Authority: Algonquin Forestry Authority Act, R.S.O. 1990, c.A.17.

Information Maintained: Employee name, date of birth, education, work history, pay level, performance appraisal. Uses: Issue pay cheques and statistical reports (e.g., T-4 slips, pension contributions) Users: Authority management, personnel staff. Individuals in Bank: Crown employees of the authority. Retention and Disposal: Ten years, then destroyed.

MINISTRY OF THE ATTORNEY GENERAL

Head

Attorney General
11th Floor, 720 Bay Street
Toronto, Ontario
M5G 2K1
Telephone: (416) 326-4000

Access

Freedom of Information and Privacy Coordinator
Ministry of the Attorney General
5th Floor, 720 Bay Street
Toronto, Ontario
M5G 2K1
Telephone: (416) 326-4300

A public reading room for the review of manuals and other information is open during regular office hours on the fifth floor at 720 Bay Street, Toronto.

Mandate

The ministry is responsible for the administration of justice in Ontario. It conducts and regulates all civil litigation and criminal prosecutions for and against the Crown, ensures the effective operation of the courts across the province, advises heads of departments and agencies of government in their legal matters, and advises the government and attends to all matters of a legislative nature.

Organization

There are two commissions and four boards that report directly to the Attorney General, and seven divisions and 25 branches that report to the Deputy Attorney General. Staff in 335 office locations perform the administrative functions for 575 court and judicial offices. Court offices and Crown attorney offices are located throughout Ontario. Refer to the blue pages of the public telephone directory for addresses.

Divisions

Civil Law Division

The division provides legal advice and legal services to all ministries of government and some agencies, boards and commissions in the area of civil law; provides legal opinions to specific inquiries from ministries and other governmental bodies; appears in court on behalf of the

government; responds to inquiries concerning statutes administered by the ministry; represents children and mentally incompetent persons in court proceedings; manages estates of mentally incompetent persons; administers estates of persons who die intestate and without next-of-kin; and reviews the operations of charities. The division comprises: Crown Law Office-Civil, Legal Services Branches, Official Guardian, and Public Trustee.

General Classes or Types of Records

Contain information on litigation and legal advisory services, administration of estates of mentally incompetent persons, representation of minors, and retention of private-sector legal counsel.

Charities Section (Public Trustee)
Conflict of Interest
Corporations Section (Public Trustee)
Crown Section (Public Trustee)
Federal-Provincial Conference Materials
General Representation (Public Trustee)
International Child Abduction Files
International Civil Procedure Files
Legal Opinions
Legislation and Policy Development (Official Guardian)
Litigation Files
Patients Section (Public Trustee)
Retention of Lawyers from the Private Sector
Revenue and Payments to Agents (Official Guardian)

Personal Information Banks

The following common personal information banks as described in Chapter II of this directory are maintained.

Career Planning/Training
Employment Application Inventory

Also contain information on children represented in court by the Official Guardian, the various representative capacities of the Public Trustee, litigation and legal advisory services provided by the Crown Law Office-Civil.

Child Representation (custody/access)

Location: Official Guardian Office. Legal Authority: Courts of Justice Act, R.S.O. 1990, c.C.43, s.89 *Parens Patriae* Jurisdiction of Ontario Court of Justice, O. Reg. 808/84, s.9a. Information Maintained: Child's name, date of birth, names of parents, addresses, telephone numbers, memoranda to file regarding court proceedings, meetings and telephone conversations and medical and psychological reports. Uses: Provide legal representation for minors when Official Guardian is appointed as

litigation guardian. Users: Official Guardian counsel, legal agents, secretaries. Individuals in Bank: Parents, minors subject to custody/access proceedings, minor parents in child protection and adoption proceedings, minors before administrative tribunals. Retention and Disposal: Ten years, then destroyed subject to archival selection and culling.

Child Representation Programme (child protection)

Location: Official Guardian Office. Legal Authority: Child and Family Services Act, R.S.O. 1990, c.C.11, s.34, s.36, s.38, s.68, s.109, s.110 and s.114. Information Maintained: Child's name, date of birth, names of parents, addresses, telephone numbers, memoranda to file regarding court proceedings, meetings and telephone conversations and medical and psychological reports. Uses: Provide legal representation for minors. Users: Child Representation Programme lawyers, clerks. Individuals in Bank: Minors subject to proceedings under the Child and Family Services Act. Retention and Disposal: Nineteen years, then destroyed subject to archival selection and culling.

Civil Litigation, Estates Files

Location: Official Guardian Office. Legal Authority: Courts of Justice Act, R.S.O. 1990, c.C.43, s.89; *Parens Patriae* Jurisdiction of Ontario Court of Justice. Information Maintained: Name, address, telephone number, medical records, income statements and financial assets. Uses: Support the Official Guardian's role as litigation guardian in property matters on behalf of minors and mental incompetents not so found. Users: Official Guardian legal staff and agents. Individuals in Bank: Minors and mental incompetents requiring litigation assistance. Retention and Disposal: Twenty years, then destroyed.

Client Files

Location: Public Trustee Office. Legal Authority: Public Trustee Act, R.S.O. 1990, c.P.51. Information Maintained: Name, address, telephone number, medical, psychological, financial and employment information (depending upon individual). Uses: Evaluate appropriate action by Public Trustee's Office in performing duties under the Public Trustee Act, court orders, or various enabling statutes. Users: Branch lawyers and administrative staff. Individuals in Bank: Persons for whom the Public Trustee is appointed as representative or whose assets are administered by the Public Trustee, shareholders in defunct corporations, and persons

interested in charitable gifts. Retention and Disposal: From one year to 100 years, then destroyed; select files to archives.

Family Support Plan

Location: Family Support Plan Head Office and eight regional offices. Legal Authority: Family Support Plan Act, R.S.O. 1990, c.S.28. Information Maintained: Enforcement history, court documents related to litigation, name, age, address, employment history, financial and tracing information. Uses: Monitor and enforce custody orders, spousal- and child-support orders and domestic contracts; issue cheques to recipients on receipt of funds from payor; locate missing payors and non-custodial parents; initiate enforcement action upon default of support payment or violation of a custody order as prescribed by the Family Support Plan Act and the Children's Law Reform Act R.S.O. 1990, c.C.12; general debtor/creditor legislation and rules of the court. Users: Director, Family Support Plan staff and counsel acting on behalf of the Director of the Family Support Plan. Police have access to address and place of employment information and only when assisting enforcement staff in the course of a criminal investigation related to enforcement. Individuals in Bank: Payors, recipients and dependants; custodial and non-custodial parents and children; employers and other garnishees; and tracing contacts. Retention and Disposal: Not determined.

International Child Abduction Files

Location: Crown Law Office-Civil. Legal Authority: Ministry of the Attorney General Act, R.S.O. 1990, c.M.17, s.5; Children's Law Reform Act, R.S.O. 1990, c.C.12, s.46. Information Maintained: Name, address, telephone number, date of birth, financial data, national origin and citizenship data, marital or family status. Uses: Fulfil obligations as designated central authority in applications brought for the return of abducted children under the Hague Convention on the Civil Aspects of International Child Abduction. Users: Crown law officers and support staff. Individuals in Bank: Persons for or against whom applications for the return of abducted children have been brought; children who are the subjects of such applications. Retention and Disposal: Thirty years, then transferred to archives.

Legal Advisory Files

Location: Crown Law Office-Civil. Legal Authority: Ministry of the Attorney General Act, R.S.O. 1990, c.M.17, s.5. Information Maintained: Name, address, telephone number, age, medical, financial, education and

employment information. Uses: Provide legal advice on matters concerning government to ministries and agencies. Users: Crown law officers and support staff. Individuals in Bank: Persons whose affairs may be the subject of legal advice requested from the Crown Law Office-Civil. Retention and Disposal: Thirty years, then transferred to archives.

Litigation Files

Location: Crown Law Office-Civil. Legal Authority: Ministry of the Attorney General Act, R.S.O. 1990, c.17, s.5. Information Maintained: Name, address, telephone number, age, medical, financial, education and employment information. Uses: Provide bases for litigation for and against the Crown, ministries or agencies. Users: Crown law officers and support staff. Individuals in Bank: Persons for or against whom the Crown Law Office-Civil has carriage of litigation. Retention and Disposal: Thirty years, then transferred to archives.

Minors' Funds

Location: Official Guardian Office. Legal Authority: O.Reg. 560/84, s.73; Parens Patriae Jurisdiction of the Ontario Court of Justice. Information Maintained: Name, address, telephone number, financial statements, medical reports. Uses: Support applications to court for payment of monies from the court to the benefit of minors. Users: Official Guardian counsel, clerks. Individuals in Bank: Minors with funds held by the Accountant of Ontario Court, parents/guardians. Retention and Disposal: Not determined.

Official Guardian Reports/Social Work Services

Location: Official Guardian Office. Legal Authority: Courts of Justice Act, R.S.O. 1990, c.C.43, s.89(3) and s.112. Information Maintained: Name, address, telephone number, date of birth, financial data, medical, psychological and education information, reports containing statements of opinion. Uses: Report to the Court on the custody, maintenance, education and well-being of minors subject to divorce actions and orders under the Children's Law Reform Act (s.32). Users: Official Guardian, legal staff, social workers and agents. Individuals in Bank: Minors, parents/guardians. Retention and Disposal: Six years, then destroyed.

Official Guardian Secure Treatment Representation

Location: Official Guardian Office. Legal Authority: Child and Family Services Act, R.S.O. 1990, c.C.11, s.114, s.117 and s.124. Information Maintained: Name,

home address, date of birth, medical history, medical reports, psychiatric reports and opinions, names and addresses of next-of-kin, names of secure treatment facility officials, memoranda to file. Uses: Enable the Office of the Official Guardian to fulfil the statutory duty of ensuring legal representation for minors being admitted involuntarily to secure treatment facilities. Users: Official Guardian, counsel, program coordinator, secretaries and legal agents. Individuals in Bank: Minors for whom admission to secure treatment facilities has been sought; minor's next-of-kin and important others, officials of secure treatment facilities, Children's Aid Society officials and staff. Retention and Disposal: Not determined.

Substitute Decision-Making Programme Records

Location: Official Guardian Office. Legal Authority: Mental Health Act, R.S.O. 1990, c.M.1, s.2. Information Maintained: Name, home address, date of birth, medical history, medical reports, psychiatric reports and opinions, names and addresses of next-of-kin, names of psychiatric facility officials, memoranda to file. Uses: Document decisions on granting or refusing to grant consent to psychiatric treatment on behalf of a patient of a psychiatric facility. Users: Substitute Decision-Making Programme Coordinator, Official Guardian counsel, secretarial staff, legal agents, Official Guardian medical and psychiatric advisors. Individuals in Bank: Patients of psychiatric facilities, relatives of patients of psychiatric facilities. Retention and Disposal: Not determined.

Communications Division

The branch is responsible for public education and media relations activities in the ministry. It establishes communications policy for the ministry and advises branches on communications problems; provides communications support to the minister and deputy minister; writes and distributes all ministry news releases and speeches; coordinates the research, writing, design, printing and distribution of all public-information materials including films, brochures, pamphlets and promotional items; and responds to public inquiries.

General Classes or Types of Records

Contain the general administrative records as described in Chapter II of this directory.

Personal Information Banks

None

Drinking and Driving Countermeasures Office

The office promotes and coordinates efforts to reduce the incidence of impaired driving; encourages the development of long-term, community-based committees for the prevention of drinking and driving; acts as a liaison for citizens and organizations concerned about drinking and driving; coordinates the efforts of various government ministries concerned with developing and implementing drinking and driving countermeasures; and initiates and coordinates the review of policy related to drinking and driving.

General Classes or Types of Records

Contain information on subject areas, associations, community groups and other jurisdictions directly and indirectly involved in effecting drinking and driving countermeasures and includes correspondence, reports, newspaper clippings, speeches, statements and memoranda.

Associations

Community Groups

Other Jurisdictions

Personal Information Banks

None

Constitutional Law and Policy Division

The division advises all Ontario ministries on constitutional questions and reviews litigation in Ontario courts, in the Federal Court of Canada, and in the Supreme Court of Canada in which constitutional questions including those involving the Canadian Charter of Rights and Freedoms are raised. Where advisable, division counsel appear in such litigation to represent the ministry concerned or the Attorney General of Ontario as a party or intervenor. The division develops constitutional policy for Ontario's position on all aspects of constitutional amendment.

General Classes or Types of Records

Contain information on constitutional issues, including the Charter of Rights and Freedoms, general administrative matters, as well as litigation and legal advisory services.

Federal/Provincial Conference Materials and Briefing Books

General Correspondence Files

Litigation Files

Opinion Files

Personal Information Banks

The following common personal information banks as described in Chapter II of this directory are maintained.

Career Planning/Training

Employment Application Inventory

Courts Administration Division

The division provides administrative services to the Court of Appeal for Ontario, the Ontario Court (General Division) and its branches, the Divisional Court and Small Claims Court, the Ontario Court (Provincial Division) and the Unified Family Court in support of the administration of justice in Ontario; provides administrative support services to the judiciary; ensures the availability of interpreters and translations; oversees accommodation planning for the court; provides court reporting services; facilitates the interaction of the legal profession and the public with the courts; and enforces support and custody orders.

General Classes or Types of Records

Contain information on the operations and support to all courts.

Court Interpreting and Translation Services

Court Reporting Services

Support and Custody Matters in Other Jurisdictions - Research Material

Manuals

Issued to the court staff to provide direction and guidance on ministry policy and practices and on applicable procedures and standards.

Civil Procedures Manual - Ontario Court (General Division)

Courtroom Procedures Manual - Ontario Court (General Division)

Criminal Procedures Manual

Handbook for Freelance Court Interpreters

Manual of Court Reporting

Ontario Court (General Division) Small Claims Court Procedures Manual

Ontario Court (Provincial Division) Family Proceedings Manual

Ontario Court (Provincial Division) Criminal Proceedings Manual

Ontario Court (Provincial Division) Young Offenders Manual

Registry of Accredited Court Interpreters

Sheriffs' Procedures Manual

Personal Information Banks

Contain information on the appointments of provincial judges, masters, justices of the peace, commissioners for taking affidavits and notaries public.

Commissioners for Taking Affidavits

Location: Office of Judicial Support Services. Legal Authority: Commissioners for Taking Affidavits Act, R.S.O. 1990, c.C.17. Information Maintained: Name, age, address, reasons for requesting appointment, employment history. Uses: Administering the appointments process for commissioners for taking affidavits. Users: Manager and support staff of the Office of Judicial Support Services. Individuals in Bank: Applicants. Retention and Disposal: One year after expiry, then destroyed.

Jurors

Location: Office of the Sheriff in each county and district. Legal Authority: Juries Act, R.S.O. 1990, c.J.3. Information Maintained: Name, address, telephone number, age, occupation. Uses: Select jurors and members of public institutions inspection panels. Users: The court, counsel, individual litigants/accused, sheriff and support staff. Individuals in Bank: Ontario residents eligible for jury duty. Retention and Disposal: List of Jurors and Jury Roll - four years, then destroyed; Jury Service Notice - 18 months, then destroyed.

Justices of the Peace

Location: Office of Judicial Support Services. Legal Authority: Justice of the Peace Act, R.S.O. 1990, c.J.4. Information Maintained: Name, address, education, employment history, letters of reference, salary, direction. Uses: Support the justice of the peace function. Users: Office of the Chief Judge, Office of the Coordinator of the Justices of the Peace, manager and support staff of the Office of Judicial Support Services. Individuals in Bank: Justices of the peace.

Justices of the Peace - Applicants for Appointment

Location: Office of Judicial Support Services. Legal Authority: Justice of the Peace Act, R.S.O. 1990, c.J.4. Information Maintained: Name, address, education, employment history, letters of reference. Uses: Select justices of the peace. Users: Staff of the Office of the Attorney General, Office of the Chief Judge, Office of the Coordinator of Justices of the Peace, senior ministry management, manager and support staff of the Office of Judicial Support Services. Individuals in Bank: Applicants. Retention and Disposal: Not determined.

Lay Notaries Public

Location: Office of Judicial Support Services. Legal Authority: Notaries Act, R.S.O. 1990, c.N.6. Information Maintained: Name, age, address, reasons for requesting appointment, employment history. Uses: Administration of the appointments process for notaries public. Users: Manager and support staff of the Office of Judicial Support Services. Individuals in Bank: Applicants. Retention and Disposal: One year after expiry, then destroyed.

Provincial Court Judges and Masters

Location: Office of Judicial Support Services. Legal Authority: Courts of Justice Act, R.S.O. 1990, c.C.43. Information Maintained: Name, address, education, employment history, letters of reference, salary. Uses: Support the judicial function. Users: Office of the Chief Judge, senior ministry management, manager and support staff of the Office of Judicial Support Services. Individuals in Bank: Provincial court judges and masters. Retention and Disposal: Not determined.

Provincial Court Judges and Masters - Applicants for Appointment

Location: Office of Judicial Support Services. Legal Authority: Courts of Justice Act, R.S.O. 1990, c.C.43. Information Maintained: Name, address, education, employment history, community activities, names of reference. Uses: Select provincial court judges. Users: Judicial Appointments Advisory Committee, manager and support staff of the Office of Judicial Support Services. Individuals in Bank: Applicants. Retention and Disposal: Not determined.

Criminal Law Division

The division is responsible for all criminal prosecutions. It provides legal advice to the Attorney General and the Deputy Attorney General in all criminal law matters; conducts prosecutions under the Criminal Code, federal and provincial statutes; prepares and argues all criminal appeals on indictable offences in the province; oversees private summary conviction prosecutions and intervenes in the interests of the community when required; and supervises and coordinates the activities of the Crown attorneys in Ontario's 49 judicial districts. The division consists of the Crown Law Office Criminal, the Crown Attorneys Branches directed by eight regional directors, Criminal Law Policy, the Directory of Criminal Prosecutors and the Director of Divisional Planning and Administration.

General Classes or Types of Records

Contain information on the administration of criminal justice.

Bail Estreat

Dockets

Inquest and Coroners' Investigations

Prosecutions

Provincial Offences Act - Implementation

Search Warrants

Manuals

Issued to counsel to provide direction and guidance on ministry policy, practices and procedures.

Directives and Guidelines to Crown Attorneys/Crown Counsel

Prosecutor's Handbook

Personal Information Banks

The following common personal information bank as described in Chapter II of this directory is maintained.

Employment Application Inventory

Also contain information on criminal prosecutions or possible criminal prosecutions and related activities.

Constitutional Questions and Notices

Location: Crown Law Office-Criminal. Legal Authority: Criminal Code, R.S.C. 1970, c.C.34; Courts of Justice Act, R.S.O. 1990, c.C.43; Ministry of the Attorney General Act, R.S.O. 1990, c.M.17. Information Maintained: Name, nature of charge outstanding. Uses: Facilitate constitutional litigation. Users: Crown law officers and support staff. Individuals in Bank: Persons charged with offences. Retention and Disposal: Twenty-nine years after termination, then destroyed.

Extradition Applications

Location: Central Registry. Legal Authority: Criminal Code, R.S.C. 1970, c.C.34; Ministry of the Attorney General Act, R.S.O. 1990, c.M.17. Information Maintained: Name, address, employment history, record of convictions, nature of alleged offence. Uses: Facilitate extradition of offenders found outside of Canada. Users: Crown law officers and support staff. Individuals in Bank: Persons charged with offences. Retention and Disposal: Thirty years, then transferred to archives.

Letters Rogatory and Commission Evidence

Location: Central Registry. Legal Authority: Criminal

Code, R.S.C. 1970, c.C.34; Ministry of the Attorney General Act, R.S.O. 1990, c.M.17. Information Maintained: Name of accused, nature of charge outstanding, information about accused's role in offence. Uses: Maintain records of applications for letters rogatory or commission evidence. Users: Crown law officers and support staff. Individuals in Bank: Persons charged with offences where it is necessary to take evidence outside the trial forum. Retention and Disposal: Thirty years, then transferred to archives.

Marriage Requests From Inmates

Location: Central Registry. Legal Authority: Criminal Code, R.S.C. 1970, c.C.34; Ministry of the Attorney General Act, R.S.O. 1990, c.M.17. Information Maintained: Name, address, previous convictions, nature of offence for which individual is currently incarcerated, fiancée's name and address. Uses: Decide whether or not marriage prejudices the due administration of justice. Users: Crown law officers and support staff. Individuals in Bank: Inmates of correctional institutions requesting to marry while in custody. Retention and Disposal: Thirty years, then transferred to archives.

Ontario Court of Appeal or Supreme Court of Canada - Appeals

Location: Central Registry. Legal Authority: Criminal Code, R.S.C. 1970, c.C.34; Ministry of the Attorney General Act, R.S.O. 1990, c.M.17. Information Maintained: Name, address, employment history, record of convictions, nature and circumstances of charges disposed of at trial level. Uses: Facilitate litigation of appeals taken from trial proceedings. Users: Crown law officers and support staff. Individuals in Bank: Persons convicted or acquitted of offences. Retention and Disposal: Thirty years, then transferred to archives.

Prosecution Case Files

Location: Crown Attorneys' offices throughout Ontario. Legal Authority: Criminal Code, R.S.C. 1970, c.C.34; Ministry of the Attorney General Act, R.S.O. 1990, c.M.17. Information Maintained: Name, age, address, family background, relationships to others, employment history, criminal record, fingerprint number, nature and circumstances of investigation and charges. Uses: Facilitate investigation and prosecution of criminal cases at all stages of proceedings. Users: Crown attorneys, assistant Crown attorneys and support staff. Individuals in Bank: Persons under investigation or charged with offences. Retention and Disposal: Twenty-five years, then transferred to archives.

Requests for Crown Appeals

Location: Central Registry. Legal Authority: Criminal Code, R.S.C. 1970, c.C.34; Ministry of the Attorney General Act, R.S.O. 1990, c.M.17. Information Maintained: Name, age, address, employment history, family background, record of convictions. Uses: Assess appropriateness of launching Crown appeals. Users: Crown law officers and support staff. Individuals in Bank: Persons charged with offences. Retention and Disposal: Thirty years, then transferred to archives.

Special Prosecutions

Location: Central Registry. Legal Authority: Criminal Code, R.S.C. 1970, c.C.34; Ministry of the Attorney General Act, R.S.O. 1990, c.M.17. Information Maintained: Name, address, criminal record, employment history, role and involvement of person under investigation, nature of charges. Uses: Facilitate the giving of advice to police agencies; facilitate litigation at trial level. Users: Crown law officers and support staff. Individuals in Bank: Persons under investigation or charged with offences. Retention and Disposal: Thirty years, then transferred to archives.

General Division Court Bail

Location: Central Registry. Legal Authority: Criminal Code, R.S.C. 1970, c.C.34; Ministry of the Attorney General Act, R.S.O. 1990, c.M.17. Information Maintained: Name, address, employment history, record of convictions, nature and circumstances of current charges. Uses: Facilitate litigation of reviews of detention orders or other judicial interim release orders, and of judicial interim release in the first instance before the Supreme Court of Ontario. Users: Crown law officers and support staff. Individuals in Bank: Persons charged with offences. Retention and Disposal: Thirty years, then transferred to archives.

General Division Court Motions

Location: Central Registry. Legal Authority: Criminal Code, R.S.C. 1970, c.C.34; Ministry of the Attorney General Act, R.S.O. 1990, c.M.17. Information Maintained: Name, nature and circumstances of charges. Uses: Facilitate litigation arising out of the Supreme Court's supervisory jurisdiction over inferior tribunals. Users: Crown law officers and support staff. Individuals in Bank: Persons charged with offences. Retention and Disposal: Thirty years, then transferred to archives.

Transfer of Charges Between Provinces

Location: Central Registry. Legal Authority: Criminal Code, R.S.C. 1970, c.C.34; Ministry of the Attorney General Act, R.S.O. 1990, c.M.17. Information Maintained: Name, address, employment history, record of convictions, outstanding charges, role of accused in offence. Uses: Facilitate the transfer of charges between provinces for the purposes of disposition. Users: Deputy Attorney General, Crown law officers and support staff. Individuals in Bank: Persons charged with offences. Retention and Disposal: Thirty years, then transferred to archives.

Victim/Witness Assistance Programme - Clients

Location: Head office and 12 field offices. Legal Authority: Incidental to the prosecution of criminal cases. Information Maintained: Name, address, telephone number, age, sex, relationship to accused, case number and related information, names and ages of dependants, source of referral, officer in charge, special services provided, disposition, assistance/counselling, referral agency/resource, follow-up. Uses: Provide general and case-specific information regarding the criminal justice process; emotional support and court accompaniment; assess victim's needs and make referrals to appropriate community services; crisis intervention; public education and community development and coordination. Users: Programme staff, Crown attorneys and support staff. Individuals in Bank: Victims and witnesses. Retention and Disposal: Not determined.

Transfer of Probation Orders

Location: Central Registry. Legal Authority: Criminal Code, R.S.C. 1970, c.C.34; Ministry of the Attorney General Act, R.S.O. 1990, c.M.17. Information Maintained: Name, employment history, address, family background, conviction. Uses: Facilitate the transfer of probation orders so that probation may be completed in another province. Users: Deputy Attorney General, Crown law officers, support staff. Individuals in Bank: Persons requesting to complete their probation orders in another province. Retention and Disposal: Thirty years, then transferred to archives.

Wiretap Applications

Location: Crown Law Office-Criminal. Legal Authority: Criminal Code, R.S.C. 1970, c.C.34; Ministry of the Attorney General Act, R.S.O. 1990, c.M.17. Information Maintained: Name, address, employment, nature of suspected offence, authorization. Uses: Notify suspects as required by the Criminal Code; determine the

relationship, if any, between various investigations and statistics. Users: Deputy Attorney General, Crown law officers and support staff. Individuals in Bank: Persons under investigation for suspected offences. Retention and Disposal: Not determined.

Legislative Counsel

Legislative Counsel provides advice, assistance and a complete service for drafting legislation and regulations for ministers of the Crown, government agencies, members of provincial parliament, and for private bills; prepares annual statute books; files and publishes Ontario regulations; and translates and publishes statutes and selected regulations in French.

General Classes or Types of Records

Contain drafts of bills, new legislation, amended legislation, regulations, and translations of statutes and regulations.

Bills (government, private members and private)
General Correspondence Files
Regulations
Translations

Personal Information Banks

The following common personal information bank as described in Chapter II of this directory is maintained.

Employment Application Inventory

Policy Development Division

The division provides research and analysis support on all aspects of the administration of justice in Ontario; reviews statutes administered by the ministry; develops the ministry's legislative program; advises the Attorney General and Deputy Attorney General during the legislative progress of bills; and represents the ministry on committees and task forces on human rights, race relations and the legislative responsibilities of the ministry. The division also administers the province's funding for the Ontario Legal Aid Plan.

General Classes or Types of Records

Contain records of proposals for legislation concerning statutes administered by the ministry, research and reference materials concerning those statutes (a list is found in the Ministry's Annual Report) and research and reference materials on human rights, race relations and legal aid and financial information on the Ontario Legal Aid Plan.

Human Rights

Legal Aid

Legislation

Native Issues

Ontario Human Rights Commission

Provincial Offences

Research

Personal Information Banks

The following common personal information bank as described in Chapter II of this directory is maintained.

Employment Application Inventory

Finance and Administration Division

The division provides common administrative services to support ministry programs in the areas of financial management and reporting, program analysis and evaluation, administrative services, purchasing, records and forms management, auditing, human resources, employment equity, French language services, information and computer systems, research, the legal library. The division comprises: Accountant of the Ontario Court, Audit Services Branch, Computer and Telecommunications Services Branch, Financial and Administrative Services Branch, Freedom of Information Office, Human Resources Branch including Employment Equity, French Language Services and the Law Library.

General Classes or Types of Records

Contain information on general administrative and financial matters, personnel policies and procedures, policies and procedures for the implementation of bilingualism in the ministry, EDP and systems, and original research.

Acquisitions of Books and Subscriptions

Audit Projects

Crown Attorney's Office - Libraries

Federal-Provincial Agreements

Fees (rates of remuneration)

Public Institutions Inspection Panels - Reports

Research Files (by project)

Royal Commissions and Judicial Inquiries

Translations

Manuals

Issued to line managers and staff as appropriate to provide direction and guidance on administrative matters and ministry policy.

Audit Branch Manual
Human Resources Manual
Manual of Administration (Ministry of the Attorney General)

Personal Information Banks

The following common personal information banks as described in Chapter II of this directory are maintained. Copies of parts of these banks may be held in line managers' offices.

Career Planning/Training
Central Attendance Recording System (CARS)
Employment Application Inventory
Employment Equity Program
Freedom of Information and Protection of Privacy Act Requests
General Employment History and Payroll Information
Grievances and Applications
Identity/Employee Card
Integrated Payroll, Personnel and Employee Benefits System (IPPEBS)
Job Competitions
Library Users Lists
Medical Information (Personnel)
Ombudsman/Human Rights Commission
Parking Records
Performance Management
Travel/Expense Accounts
Workers' Compensation

Also contain information on individuals whose money held by the Supreme Court of Ontario and on applicants for bilingual positions and employee relocation reimbursement.

Bilingual Recruitment - Test Results

Location: French Language Services Branch. Legal Authority: Public Service Act, R.S.O. 1990, c.P.47, s.4(c) s.6(1), and s.29(1)(c). Information Maintained: Name, address, results of testing for French language proficiency. Uses: Determine suitability for jobs requiring proficiency in French. Users: Branch staff, Human Resources Branch. Individuals in Bank: Applicants. Retention and Disposal: Five years, then destroyed.

Designated Bilingual Positions

Location: French Language Services Branch and Human Resource Branch. Legal Authority: Public Service Act, R.S.O. 1990, c.P.47, s.4(1)(c); French Language

Services Act, R.S.O. 1990, c.F.47. Information Maintained: Name, position title for positions designated bilingual, classification code. Uses: Human resources planning; prepare reports to Office of Francophone Affairs. Users: Branch staff, Line Managers. Individuals in Bank: Individuals occupying positions designated as bilingual. Retention and Disposal: Non-current lists destroyed within five years.

Employee Relocation Claims

Location: Financial and Administrative Services Branch. Legal Authority: Public Service Act, R.S.O. 1990, c.P.47; Reg. 881. Information Maintained: Name, address, Social Insurance Number, classification, financial transaction. Uses: Determine eligibility for reimbursement of relocation expenses. Users: Ministry management and accounting staff. Individuals in Bank: Employees seeking reimbursement for relocation expenses. Retention and Disposal: Three years, then destroyed.

Funds Held in Supreme Court of Ontario

Location: Accountant of the Supreme Court of Ontario. Legal Authority: Courts of Justice Act, R.S.O. 1990, c.C.43. Information Maintained: Name, address, date of birth, amount held to the credit of infants, mental incompetents, life tenants. Uses: Manage capital and income; make appropriate returns of information and taxes to relevant government agencies. Users: Accountant of the Ontario Court, Official Guardian, Public Trustee, legal profession, judiciary, legal agents and public. Individuals in Bank: Infants, mental incompetents, life tenants. Retention and Disposal: Fifty years after final payment made, then destroyed.

Affiliated Agencies

Advisory Committee of Public Trustee on Investments

The committee supervises investments and other property dealings of the Public Trustee and makes suggestions and recommendations concerning the management and conduct of the Office of the Public Trustee. It reports annually on its performance to the Lieutenant Governor in Council.

General Classes or Types of Records

Contain the general administration records as described in Chapter II of this directory.

Personal Information Banks

None

Assessment Review Board

The board processes and schedules hearings for complaints and appeals against assessments, appeals against school support, and for the certification of the last revised assessment roll of each municipality in Ontario. It accepts appeals from decisions for transmittal to the Ontario Municipal Board.

General Classes or Types of Records

Contain the general administration records as described in Chapter II of this directory.

Personal Information Banks

Contain information related to hearings of the board which is used to monitor, control and process complaints and compile statistics.

Assessment Review Board Hearings (files and system documentation)

Location: Regional offices of the Assessment Review Board. Legal Authority: Assessment Act, R.S.O. 1990, c.A.3; Municipal Act, R.S.O. 1990, c.M.45.

Information Maintained: Name, address, description of real property, assessment roll number, telephone number, personal opinions. Uses: Monitor, control and process complaints reviewed by the Assessment Review Board; produce statistical reports. Users: Administrative staff. Individuals in Bank: Complainants/appellants. Retention and Disposal: Five years, then destroyed.

Board of Negotiation

The board is an informal tribunal for property owners and expropriating authorities. It may act as a mediator to negotiate settlements when real property is expropriated and no agreement has been reached on compensation for the expropriation.

General Classes or Types of Records

Contain the general administration records as described in Chapter II of this directory.

Personal Information Banks

Contain information on meetings of the board and recommendations for compensation.

Board of Negotiation Meetings

Location: Board of Negotiation. Legal Authority: Expropriation Act, R.S.O. 1990, c.E.26. Information Maintained: Name, address, financial information about

land that has been expropriated. Uses: Make recommendations for fair compensation; provide a reference source. Users: Chairman and office administrator. Individuals in Bank: Property owners. Retention and Disposal: Three years, then destroyed.

Criminal Injuries Compensation Board

The board is responsible for providing compensation to eligible applicants when injury or death occurs as a result of an unprovoked act of criminal violence. It administers the Compensation for the Victims of Crime Act. Hearings are held in Toronto and in other centres across the province at various times throughout the year.

General Classes or Types of Records

Contain information on the policies and operation of the board.

Board Orders Compendium
Cheque Production
Monthly Revenue Statements
Notices of Appeal
Subrogation Records

Manuals

Issued to provide guidelines on the Compensation for Victims of Crime Act, the Statutory Powers Procedure Act and Manual of Practice on Administrative Law.

Criminal Injuries Compensation Board - Policy

Personal Information Banks

Contain information on claims for compensation under the Compensation for Victims of Crime Act.

Claims for Compensation - One-Time Payments and Periodic Payments

Location: Criminal Injuries Compensation Board. Legal Authority: Compensation for Victims of Crime Act, R.S.O. 1990, c.C.24. Information Maintained: Applicant's/victim's name, address, complete details of incident, all documentary evidence submitted. Uses: Determine whether or not compensation should be paid. Users: Members and staff of the Criminal Injuries Compensation Board, staff of the Crown Law Office. Individuals in Bank: Applicants for compensation, victims of crime. Retention and Disposal: Twenty years after disposition of case, then destroyed; select files to archives.

Finance Committee for the Investment of Court Funds

The committee has three members appointed by the Lieutenant Governor in Council. The committee controls and manages the funds of the Supreme Court of Ontario and the securities in which they are invested.

General Classes or Types of Records

Contain the general administrative records as described in Chapter II of this directory.

Personal Information Banks

None

Office of the Police Complaints Commissioner

The office monitors and/or investigates complaints received from the public about the conduct of police officers who are employed by municipal, regional or provincial police forces in Ontario. The Commissioner, where warranted and in public interest, can order Boards of Inquiry to hold hearings into complaints. The Commissioner may recommend changes in practices, policies and procedures of police forces in Ontario and the law.

General Classes or Types of Records

Contain files relating to office administration such as:

Financial Records
Management Records

Personal Information Banks

Contain files relating to complaints about conduct of police officers, the resulting monitoring/investigation and decisions from Boards of Inquiry.

Investigation Files

Location: Office of the Police Complaints Commissioner. Legal Authority: Police Services Act, 1990. Information Maintained: Complaints, requests for review, reports and decisions from police, investigative records, legal matters and decisions of the Commissioner. Uses: Resolution of police complaints. Users: Authorized staff from police and Office of Police Complaints Commissioner.

Ordering Complaints to Boards of Inquiry

The Commissioner may order complaints to be heard and decided by Boards of Inquiry. Investigative files will be processed for hearing by staff in the Office of the Police Commissioner. Location: Office of the Police Complaints Commissioner. Legal Authority: Police Services Act,

1990. Information Maintained: Complaints, requests for review, reports and decisions from police, investigative records, legal matters, decisions of the Commissioner, notification to all parties of decision to call a Board of Inquiry, statements of alleged misconduct, trial briefs, other litigation correspondence and decisions of Board of Inquiry. Uses: Resolution of the administrative hearing process. Users: Authorized staff from police, defence counsel, panel members from the Board of Inquiry, registrar, and lawyers and staff from Office of Police Complaints Commissioner.

Appeals from Boards of Inquiry

If there are appeals to Divisional Court from decisions of Boards of Inquiry, the Commissioner is a party. Investigative files will be processed for appeal by lawyers and staff in the Office of Police Complaints commissioner. Location: Office of the Police Complaints Commissioner. Legal Authority: Police Services Act, 1990. Information Maintained: All records relevant to Board of Inquiry and appeal process. Uses: Conducting appeals in Divisional Court. Users: Authorized lawyers and staff from Office of Police Complaints Commissioner and counsel for the Attorney General.

Public Inquiries for Information

Public has right of access to all records in custody or control of the Office of Police Complaints Commissioner unless it falls within a legal exemption. Location: Office of the Police Complaints Commissioner. Legal Authority: Police Services Act, 1990 and Freedom of Information and Protection of Privacy Act, 1987. Information Maintained: Records related to management and administration of Office as well as to monitoring, investigation and resolution of complaints. Uses: Respond to public requests for access to information in accordance to law. Users: Authorized staff from the Office of Police Complaints Commissioner.

Board of Inquiry (Police Services Act)

The Board of Inquiry is an independent civilian board that conducts hearings concerning public complaints about police. It has the authority to order penalties where misconduct is found. Hearings are generally held in public, although in exceptional cases all or part of a hearing may be held in camera for reasons of security or privacy.

General Classes or Types of Records

Administrative Information
Board of Inquiry Decisions
Legal Research

Transcripts of Hearings

Location: Office of the Registrar. Legal Authority: Police Services Act, R.S.O. 1990, c.P.15 (Part VI). Information Maintained: Name, address, telephone number of complainant, subject police officer, witnesses. Name, address, telephone number of board members. Transcripts of Board Hearings, decisions of Board. Uses: Conduct hearings. Users: Registrar, Chairperson. Individuals in Bank: Complainant, subject officer, witnesses, board members. Retention and Disposal: Not determined.

Ontario Law Reform Commission

The commission is responsible for reviewing the laws of Ontario, investigating matters relating to law reform, the administration of justice, and judicial and quasi-judicial procedures, and conducting legal research.

General Classes or Types of Records

Contain research papers, briefs and submissions, correspondence and documents used in preparing draft reports and bills for commission projects. Also contain draft reports and final reports as presented to the Attorney General.

Commission Projects

Personal Information Banks

The following common personal information bank as described in Chapter II of this directory is maintained.

Employment Application Inventory

Ontario Municipal Board

The board hears applications and appeals concerning municipal and planning matters (zoning bylaws, subdivision plans, official plans, consents and minor variances under the Planning Act), assessment appeals under the Assessment Act, land-compensation appeals under the Expropriations Act, and matters concerning municipal capital expenditures and debentures under the Municipal Act. The Ontario Municipal Board is an independent administrative tribunal.

General Classes or Types of Records

Contain information on applications to the board, decisions rendered and administration.

Calendar Information

Case Files and Hearings Exhibits
Case Records Card Index and Applications Log Book
Computerized Information Retrieval System
Decisions
Municipal Debt Control

Manuals

Provide guidance on the processing of applications.

Applications under the Municipal Act
Assessments
Drainage Act
Hearings
Local Improvement Act
Ministry of Environment Projects
School Boards and Conservation Authorities

Personal Information Banks

None

Statutory Powers Procedure Rules Committee

The committee reviews the practices and procedures of administrative tribunals. It ensures that these bodies comply with the Statutory Powers Procedure Act and fair and proper administrative procedures.

General Classes or Types of Records

Contain recommendations regarding rules of procedure.

Consultations

Personal Information Banks

None

Public Records

Contain court records of the Court of Appeal of Ontario, the Ontario Court (General Division) and the Ontario Court (Provincial Division). Other than those records that have been ordered sealed or restricted by legislation, individual case files are available to the general public upon application.

Court Records

Purpose: Maintain records relevant to all matters commenced at the various court levels in Ontario. Legal Authority: Criminal Code, R.S.C. 1970, c.C-34; Young Offenders Act, S.C. 1980-81-82-83, c.110; Courts of Justice Act, R.S.O. 1990, c.C.43; Ministry of the Attorney General Act, R.S.O. 1990, c.M.17; Provincial Offences Act, R.S.O. 1990, c.P.33. Information Maintained: Name, address, nature of charges laid or the

matter in dispute, disposition of the case. Retrievability:

Name of accused/litigant, court date, file number.

Retention and Disposal: Six months to 40 years, then

transferred to archives or destroyed. Access Procedures:

Individuals requesting to view a specific court record should contact the court office where the matter was commenced. Court offices are located throughout the province. Refer to the blue pages of the public telephone directory for addresses and telephone numbers. There may be a fee for such access. Retention and Disposal: Not determined.

CABINET OFFICE

Head

Premier
Room 281, Legislative Building
Queen's Park
Toronto, Ontario
M7A 1A1
Telephone: (416) 325-1941

Access

Freedom of Information and Privacy Coordinator
Cabinet Office
Room 4520, Whitney Block
99 Wellesley Street West
Toronto, Ontario
M7A 1W3
Telephone: (416) 325-3769

A public reading room for the review of manuals and other information is open during regular office hours in Room 4520 of the Whitney Block, 99 Wellesley Street West, Toronto.

Access

Freedom of Information and Privacy Coordinator
Premier's Council on Economic Renewal
1 Dundas Street West
25th Floor,
Toronto, Ontario
M7A 1Y7
Telephone: (416) 326-6763

A public reading room for the review of manuals and other information is open during regular office hour at 1 Dundas Street West, 25th Floor, Toronto, Ontario.

Access

Freedom of Information and Privacy Coordinator
Premier's Council on Health, Well-Being and Social Justice
1 Dundas Street West
25th Floor,
Toronto, Ontario
M7A 1Y7
Telephone: (416) 326-6763

A public reading room for the review of manuals and other information is open during regular office hour at 1 Dundas Street West, 25th Floor, Toronto, Ontario.

Mandate

The role of Cabinet Office is to ensure that Cabinet (Executive Council) and its committees are the effective decision-making bodies of government, so that the policies and programs of the government reflect the will of the Cabinet and its committees. Cabinet Office works with Cabinet and its policy committees to establish an agreed upon policy agenda and overall priorities. It works with ministries to ensure that a full range of policy options is provided to Cabinet or its committees in a timely fashion with all necessary information clearly set out. Cabinet Office establishes, from time to time, special working groups with ministries to develop policy in areas of particular priority or which require inter-ministry coordination. The Cabinet Office also provides administrative support to the Government House Leader's office.

Organization

Cabinet Office has three main components:

The Executive function consists of the offices of the Secretary and Deputy Secretary to Cabinet, and Communications.

The Planning function consists of the units of Cabinet Office responsible for fulfilling the planning mandate and ensuring that the processes of government decision-making are functioning. It consists of the Executive Council Office, Policy and Priorities Unit, and units supporting the Cabinet Committees on Environment, Justice, Social Policy, Economic and Labour Policy, the Constitution and Legislation/Regulations.

The Operations function handles day to day work and the administration of Cabinet Office.

Divisions

Cabinet Operations

Cabinet Operations provides operational support for the activities of Cabinet, its committees and Cabinet Office.

The Corporate Issues Section advises the Secretary and Deputy Secretary of Cabinet on emerging trends and issues and provides support on cross-government issue management. The responsibilities also include Order Paper Questions, Petitions, Public Opinion Polls and Freedom of Information and Privacy.

The Information Technology Systems and Services (ITSS) unit supports Cabinet Office and the Office of Premier, through selection, implementation and support of Information Technology; management of the computer network; the development of computer applications; and the provision of education and training for software and voicemail. It carries out the management functions for information technology, including planning and development of plans and projects. Resources for ITSS are provided by the Ministry of Government Services, with roles and responsibilities defined in a Memorandum of Understanding between the Cabinet Office and the ministry.

The Premier's Correspondence Unit provides support services to the Office of the Premier by responding to public correspondence including invitations and by sending messages of greetings.

The Resources Management Sections is responsible for providing administrative services to the Cabinet Office in the areas of human resources; accommodation; purchasing; financial management; records and forms management; operational procedural development; print, mail, and office services; and supports the Office of the Premier in financial planning and records and forms management. It also provides administrative support to the Government House Leader's Office.

General Classes or Types of Records

These contain general administration records of Cabinet Office and the Office of the Premier. The Ministry of Treasury and Economics maintains and administers the general finance, purchasing and personnel records of Cabinet Office as described in Chapter II of this directory.

Corporate Issues
Financial and Administrative Records
Information Technology Records
Operational Records
Order Paper Questions and Answers
Petitions Presented to the House and Responses
Premier's Correspondence
Public Opinion Polls

Manuals

Cabinet Office Procedures
Minister's Handbook

Personal Information Banks

The following common personal information banks as described in Chapter II of this directory are maintained by the Ministry of Treasury and Economics on behalf of Cabinet Office.

Career Planning/Training
Central Attendance Recording System (CARS)
Employment Application Inventory
Employment Equity Program
General Employment History and Payroll Information
Grievances and Applications
Identity/Employee Card
Integrated Payroll, Personnel and Employee Benefits System (IPPEBS)
Job Competitions
Litigation Files
Medical Information (Personnel)
Ombudsman/Human Rights Commission
Performance Management
Travel/Expense Accounts
Workers' Compensation

The following common personal information banks, as described in Chapter II of this directory, are maintained by the Cabinet Office:

Freedom of Information and Protection of Privacy Act Requests
Parking Records

Planning Unit

The unit provides policy advice for Policy and Priorities Board and Cabinet Policy Committees. It handles policy issues, cross-sectoral items, and medium and long-range planning, and liaises with and provides advice to the Premier, Cabinet, cabinet committee chairs, the Secretary and Deputy Secretary of Cabinet and ministries.

General Classes or Types of Records

These contain information relating to Cabinet committee meetings and the coordination of cross ministry policy issues.

Cabinet Committee Agendas, Reports
Cabinet Submissions
Speech from the Throne

Manuals

Issued to government staff and staff of Cabinet Office as required.

Guidelines for Preparing Cabinet Submissions

Personal Information Banks

None

The Executive Council provides secretariat services for the Cabinet and for the Legislation/Regulations Committee and provides for the coordination of process matters proceeding to Cabinet from Cabinet committees and ministries. It administers the process and procedures for Orders in Council, regulations, petitions to Cabinet, and liaison with the Office of the Lieutenant Governor. The Executive Council also administers the process for preparation, distribution and control of Cabinet minutes.

General Classes or Types of Records

Annual Reports
Cabinet Agenda and Minutes
Cabinet Committee on Legislation/Regulations Agendas and Reports
Draft Legislation
Orders in Council
Petitions and Objections to Cabinet

Personal Information Banks

None

Policy and Priorities Secretariat

The secretariat provides policy advice for Cabinet committees; handles policy issues, the annual allocation process, cross-sectoral items, and medium- and long-range planning; and liaises with and provides advice to the Premier, Cabinet, Cabinet committee chairs, the Secretary of Cabinet and ministries.

General Classes or Types of Records

Contain information relating to Cabinet committee meetings, and the coordination of cross-ministry policy issues.

Cabinet Committee Agendas, Reports, Briefing Notes
Correspondence
Government Allocations
Speech from the Throne

Manuals

Issued to government staff and staff of Cabinet Office as required.

Guidelines for Preparing Cabinet Submissions

Personal Information Banks

None

Corporate Issues Secretariat

The Corporate Issues Secretariat advises the Secretary of Cabinet on emerging trends and issues; provides support on cross-government issue management; and supports the Premier's Office in the handling of correspondence, public inquiries, and legislative business.

General Classes or Types of Records

Order Paper Questions
Public Correspondence

Executive Council Secretariat

The office provides secretariat services for the Cabinet Committees on the Agenda, Legislation and Regulations and provides for the coordination of matters proceeding from the Cabinet Committees and ministries. It administers the process and procedures for Orders in Council, regulations, petitions to Cabinet, Cabinet documents and liaison with the Office of the Lieutenant Governor.

General Classes or Types of Records

Orders in Council
Petitions to Cabinet

Personal Information Banks

Contain information concerning appointments to boards and commissions, public service appointments and unsolicited applications for senior-level positions.

Appointments to Boards and Commissions

Location: Lieutenant-Governor-in-Council Appointments.
Legal Authority: Voluntary with consent to use described below. Information Maintained: Name, address, resumes, letters of recommendation. Uses: Evaluate possible appointees; make and record appointments. Users: Premier, Cabinet ministers, senior staff of Cabinet Office. Individuals in Bank: Potential, current and former appointees to boards and commissions. Retention and Disposal: Not determined.

Office of the Organization of Government Project

The office is responsible for leading an examination of the way the Ontario government currently operates in order to improve the effectiveness of customer service and policy development.

General Classes or Types of Records

Contain information relating to the organization, structure and processes of government.

Personal Information Banks

None

OFFICE OF THE PREMIER

Head

Premier
Room 281, Legislative Building
Queen's Park
Toronto, Ontario
M7A 1A1
Telephone: (416) 325-1941

Access

Freedom of Information and Privacy Coordinator
Cabinet Office
Room 2340, Whitney Block
99 Wellesley Street West
Toronto, Ontario
M7A 1A1
Telephone: (416) 325-3769

A public reading room for the review of manuals and other information is open during regular office hours in Room 4520 of the Whitney Block, 99 Wellesley Street West, Toronto.

Mandate

The Office of the Premier provides staff support for the Premier of Ontario in his roles as head of the Executive Council and head of the Ontario government and his party.

Organization

The Office of the Premier comprises:

Communications and Ministers' Liaison
Intergovernmental Affairs
Office of the Executive Directory
Office of the Principal Secretary
Policy and Issues Group
Premier's Support Group
Special Projects

In addition, the Director, Public Appointments and the Director, Ministers' Staffing report to the Premier.

Divisions

Principal Secretary

The Principal Secretary is the Premier's chief policy advisor and chief of staff.

Executive

This group provides administrative and management support services for the Office of the Premier including scheduling, community relations, press/media, and correspondence liaison services. The staff of the Premier's Support Group provide personal support to the Premier in dealing with reception, daily scheduling, correspondence, public inquiries and constituency-related matters.

Policy and Issues

This group provides to the Premier: policy and issues coordination, briefing materials and advice related to the government's policy agenda.

Communications

Provides support and planning related to the government's policy and communications initiatives.

Minister's Liaison

Provides strategic and policy support and coordination to ministers' offices.

Minister's Staffing

The Director, Ministers' Staffing coordinates and assists ministers in dealing with human resources and training issues. The Director oversees the operation of the Ministers' Staffing Unit, Management Board Secretariat.

Intergovernmental Affairs

The Premier holds the position of the Minister of Intergovernmental Affairs. This section is responsible for liaison with the Ministry of Intergovernmental Affairs on behalf of the Office of the Premier.

Public Appointments

The Director of Public Appointments coordinates appointments to government agencies, boards and commissions. The Director oversees the operation of the Public Appointments Secretariat, Ministry of Government Services.

General Classes or Types of Records

Cabinet Office maintains information on the Premier's public correspondence. The Public Appointments Secretariat and Cabinet Office maintain information on appointments made by Orders in Council. The Ministry of Treasury and Economics and Cabinet Office maintain general administrative and financial records relating to the Office of the Premier as described in the introduction to this directory.

Personal Information Banks

Contain information concerning public service appointments and unsolicited applications for senior-level positions, and appointments to boards and commissions.

Appointments to Boards and Commissions

Location: Lieutenant-Governor-in-Council Appointments.
Legal Authority: Voluntary with consent to use described below. Information Maintained: Name, address, resumes, letters of recommendation. Uses: Evaluate possible appointees; make and record appointments. Users: Premier, Cabinet ministers, senior staff of Cabinet Office. Individuals in Bank: Potential, current and former appointees to boards and commissions. Retention and Disposal: Not determined.

PREMIER 'S COUNCIL ON ECONOMIC RENEWALS

Mandate

The Council is an advisory body and provides medium- and long-term strategic advice to the Premier of Ontario and the provincial government. Members include leaders from business, labour, academia and government who help develop solutions for achieving economic renewal and economic restructuring in Ontario. The Council,

through a series of task forces and special projects, undertakes research initiatives, proposes new approaches to public policy and programs, and promotes the acceptance of new approaches to solving the challenges facing all the participants in Ontario's economy. The Council also works closely with the Premier's Council on Health, Well-Being and Social Justice.

Organization

The Council, chaired by the Premier of Ontario, consists of Cabinet Ministers and leaders from business, labour and academia. It is supported by a small secretariat staff that is divided into two areas:

Partnership Development and Services
Research and Policy

General Classes or Types of Records

Contain general administrative records of the Premier's Council on Economic Renewal, Council meeting agendas, minutes and discussion papers. The Ministry of Treasury and Economics maintains and administers the general financial and personnel records of the Premier's Council on Economic Renewal as described in Chapter II of the directory.

Personal Information Banks

The following common personal information banks as described in Chapter II of this directory are maintained by the Ministry of Treasury and Economics on behalf of the Premier's Council on Economic Renewal.

Central Attendance Recording System (CARS)
Employment Application Inventory
General Employment History and Payroll Information
Identity/Employee Card
Integrated Payroll, Personnel and Employee Benefits System (IPPEBS)
Job Competitions
Travel/Expense Accounts

PREMIER 'S COUNCIL ON HEALTH, WELL-BEING AND SOCIAL JUSTICE

General Employment History and Payroll Information
 Identity/Employee Card
 Integrated Payroll, Personnel and Employee Benefits System (IPPEBS)
 Job Competitions
 Travel/Expense Accounts

Mandate

The Council acts as an advisory body to the Premier of Ontario and the provincial government and is made up of health professionals, scholars, community and business leaders, and government ministers.

The Council recommends medium- and long-term strategies for social change that will lead to enhanced well-being for Ontario residents. It conducts research to support its activities in public policy and programs in areas such as the determinants of health, equity and access, the needs of children and effective use of health resources. The Council also works closely with the Premier's Council on Economic Renewal.

Organization

The Council, chaired by the Premier of Ontario, consists of Cabinet ministers and leaders from the health, community, business, labour, and academic sectors. It is supported by a small secretariat staff that is divided into two areas:

Partnership Development and Services
 Research and Policy

General Classes or Types of Records

Contain general administrative records of the Premier's Council on Health, Well-Being and Social Justice, Council meeting agendas, minutes and discussion papers. The Ministry of Treasury and Economics maintains and administers the general financial and personnel records of the Premier's Council on Economic Renewal as described in Chapter II of the directory.

Personal Information Banks

The following common personal information banks as described in Chapter II of this directory are maintained by the Ministry of Treasury and Economics on behalf of the Premier's Council on Health, Well-Being and Social Justice.

Central Attendance Recording System (CARS)
 Employment Application Inventory

CAMBRIAN COLLEGE OF APPLIED ARTS AND TECHNOLOGY

Head

Chair, Board of Governors
Collège Cambrian College
1400 Barrydowne Road
Sudbury, Ontario
P3A 3V8
Telephone: (705) 566-8101

Access

Freedom of Information and Privacy Coordinator
Collège Cambrian College
1400 Barrydowne Road
Sudbury, Ontario
P3A 3V8
Telephone: (705) 566-8101



A public reading room for the review of manuals and other information is open during regular office hours at 1400 Barrydowne Road, Sudbury.

Mandate

Collège Cambrian College is a vocationally oriented bilingual college of applied arts and technology that serves the Sudbury and Manitoulin/North Shore districts. It provides high quality and diverse educational opportunities in both English and French to young persons and adults with varying needs and abilities. In addition to post-secondary programs, the college offers a wide range of opportunities for employee renewal and upgrading and adult retraining. The Cambrian Foundation is an independent organization that operates under the direction of the college.

Organization

The college is governed by a Board of Governors that includes the college's President as a member. The college is organized into four divisions: an English Academic, French Academic, Finance and Administration, and Student Services Division. Campuses are located in Sudbury, Noelville, Espanola and Manitoulin/North Shore. Administrative headquarters are in Sudbury.

Divisions

Board of Governors

The Board of Governors is comprised of members appointed by the Council of Regents: 12 voting members from nominations representative of the geographic and demographic aspects of the region, as well as voting members elected from the college's student body, academic, administrative and support staff groups. It is responsible for establishing college goals, policies and processes for the evaluation of the operation of the college. The board has established six standing committees: the Executive Committee, the Membership Committee, the Comité des affaires francophones, the Native Affairs Committee, the Education and Planning Committee, and the Finance and Administration Committee.

General Classes or Types of Records

Contain information relating to the development of policy, the establishment of goals and objectives for the college, and the general direction of college operations.

Bylaws

Minutes of Board and Standing Committees

Policies

Personal Information Banks

The following common personal information bank as described in Chapter II of this directory is maintained.

Board of Governors Membership

President's Office

Reporting to the Board of Governors, the President is the Chief Executive Officer with full authority to manage and direct the business and affairs of the college. The following units report directly to the President: Public Affairs and Employment and Education Equity.

General Classes or Types of Records

Contain information on the management of the college, the provision of information to the public on college affairs, and the college's employment and education equity program.

Personal Information Banks

The following common personal information bank as described in Chapter II of this directory is maintained.

Graduate and Alumni Records

Finance and Administration

The division is headed by a Vice President and provides the college and all campuses with support services,

including human resources management, physical resources and safety, campus administration, finance and accounting, research and planning, and computer services.

General Classes or Types of Records

Contain general administration records as described in Chapter II of this directory.

Manuals

Issued to staff, relating to budget and personnel procedures.

Budget Process Manual

Personnel Procedures Manual

Personal Information Banks

The following common personal information banks as described in Chapter II of this directory are maintained.

Employee Personnel, Payroll and Benefits Records

Job Competitions and Applications

Ombudsman/Human Rights Commission

Professional Development

Teacher Workload Records (Standard Workload Form)

Workers' Compensation

Academic Division (College Programs)

The division is headed by the Vice President, Academic, and delivers English educational programs in business, graphic arts, technology, hospitality, fashion, native studies, health sciences, language training, theatre arts, academic subjects, continuing education, and business and industry training. In addition, the division provides special services such as operating the public dining room, dental clinic, health clinic, and day care centre; special services in support of the handicapped; international programs; and the administration of provincial/federal programs such as FUTURES, Ontario Training Strategy, Canadian Job Strategy. The division coordinates activities on campuses in Sudbury, Noelville, Espanola and Manitoulin/North Shore.

General Classes or Types of Records

Contain operational records common to community colleges as described in Chapter II of this directory, relating to the development and delivery of academic programs, the operation of ancillary services listed above, outreach programs and the delivery of government-sponsored programs.

Personal Information Banks

The following common personal information banks as described in Chapter II of this directory are maintained.

Day Care Registrants

Dental Clinic Patients

FUTURES Program Applicants and Participants

Ontario Basic Skills Program Trainees

Ontario Training Incentive Program Trainees

Tests, Examinations and Assessments

Division Académique (Programmes du Collège)

The division is headed by the Vice President Académique and delivers French educational programs in business, technology, law and security, health sciences, community services, language training, continuing education and applied arts. In addition, the division provides such special service activities as translation, a day care centre, and the administration of provincial/federal programs such as FUTURES, Ontario Training Strategy and Canadian Job Strategy.

General Classes or Types of Records

Contain operational records common to community colleges as described in Chapter II of this directory, relating to the development and delivery of academic programs, the operation of ancillary services listed above and the delivery of government-sponsored programs.

Personal Information Banks

The following common personal information banks as described in Chapter II of this directory are maintained.

Co-op, Work Term, Final Job Placements

Day Care Registrants

Dental Clinic Patients

FUTURES Program Applicants and Participants

Tests, Examinations and Assessments

Student Services

This division is headed by a Vice President and provides the college and all campuses with a variety of student registrations and support services in English and French. In addition, the division provides services such as a learning resources centre, a counselling centre, a residence for students, and a career planning and placement centre.

General Classes or Types of Records

Contain operational records common to community colleges as described in Chapter II of this directory, relating to the provision of student services.

Personal Information Banks

The following common personal information banks as described in Chapter II of this directory are maintained.

Co-op, Work Term, Final Job Placements
Graduate and Alumni Records
Health and Medical Records
Library Users Lists
Ontario Student Assistance Program
Scholarships and Awards
Student Appeals (disciplinary, administrative, academic)
Student Applications
Student Athletics and Fitness Programs
Student Counselling
Student Registration and Academic History
Vocational Testing and Counselling

CANADORE COLLEGE OF APPLIED ARTS AND TECHNOLOGY

Head

Chair, Board of Governors
Canadore College of Applied Arts and Technology
P.O. Box 5001
North Bay, Ontario
P1B 8K9
Telephone: (705) 474-7600

Access

Freedom of Information and Privacy Coordinator
Canadore College of Applied Arts and Technology
100 College Drive
North Bay, Ontario
P1B 8K9
Telephone: (705) 474-7600



A public reading room for the review of manuals and other information is open during regular office hours in the library at the Main Campus, 100 College Drive, North Bay.

Mandate

Canadore College offers educational training programs that relate to the career needs of the students and to the skill needs of the industries served by the college, within the context of evolving provincial and national training strategies.

Organization

The college is governed by a 17-member Board of Governors and is organized under the President into the following divisions: Instruction, Student Services and Marketing, and Administration. The college has five campuses, four in North Bay and one in Sturgeon Falls. Administrative headquarters are in North Bay.

Divisions

Board of Governors

The Board of Governors, appointed by the Council of Regents and area municipalities, establishes college goals and policies. The board has established three standing committees: Finance, Property and Personnel.

General Classes or Types of Records

Contain information relating to the development of policy, the establishment of goals and objectives for the college, and the general direction of college operations.

Bylaws

Minutes of Board and Standing Committees

Policies

Personal Information Banks

None

President's Office

Appointed by and responsible to the Board of Governors, the President is Chief Executive Officer responsible for managing the operations of the college. The Canadore Foundation, established to provide an avenue for contributions, bequests, grants and gifts to support activities and programs, reports to the President.

General Classes or Types of Records

Contain information on the management of the college and the coordination of fundraising activities.

Personal Information Banks

The following common personal information banks as described in Chapter II of this directory are maintained.

Board of Governors Membership
Graduate and Alumni Records

Academic Division

The Vice President, Academic is responsible for the development and delivery of all academic programs: Business, Computer/Technology, Aviation and Engineering, Applied and Secretarial Arts, General Studies, Health Sciences and Part-Time Studies. In addition, this division delivers special services such as the Canadore School of Hospitality Dining Room and Dental Clinic; and administers provincial/federal programs such as FUTURES, Ontario Training Strategy and the Canadian Job Strategy. Computer Services, Instructional Development and Media Services, Counselling and Health Services are also in this division.

General Classes or Types of Records

Contain operational records common to community colleges as described in Chapter II of this directory, relating to the development and delivery of academic programs, the operation of ancillary services listed above and the delivery of government-sponsored programs. Also contain the following records.

Evaluation Files for Community-Based Training Programs
Performance-Based Teacher Education Files
Workshop and Conference Files

Manuals

Issued to staff relating to the accreditation of students in health sciences programs.

Accreditation Procedures - Checklist and Documentation

Personal Information Banks

The following common personal information banks as described in Chapter II of this directory are maintained.

Co-op, Work Term, Final Job Placements
FUTURES Program Applicants and Participants
Health and Medical Records
Ontario Basic Skills Program Trainees
Ontario Training Incentive Program Trainees
Student Counselling
Teacher Workload Records (Standard Workload Form)
Vocational Testing and Counselling

Administrative Division

The Vice President, Finance and Administration provides the college with a variety of support services, including the Campus Shop, finance and accounting, purchasing, personnel, plant and property management, the student residence, security, professional development, athletics, community and secondary liaison public relations and information, financial aid for students, job placement, registration, student records and the Entrepreneurship Centre.

General Classes or Types of Records

Contain general administration records as described in Chapter II of this directory.

Manuals

Issued to staff relating to management and personnel policies for the college.

College Policy Manual

Personal Information Banks

The following common personal information banks as described in Chapter II of this directory are maintained.

Employee Personnel, Payroll and Benefits Records
Ombudsman/Human Rights Commission
Ontario Student Assistance Program

Student Applications
Student Athletics and Fitness Programs
Student Registration and Academic History
Workers' Compensation

Also contain information on clients of the Entrepreneurship Centre.

Entrepreneurship Centre Client Files

Location: Entrepreneurship Centre. Legal Authority: Ministry of Industry and Trade Act, R.S.O. 1990, c.M.27; Ministry of Colleges and Universities Act, R.S.O. 1990, c.M.19. Information Maintained: Name, address, telephone number, product/business/project description, record of courses taken and results. Uses: Maintain a record of centre clients; document assistance provided; document client achievement in centre courses. Users: Centre staff, Nipissing University. Individuals in Bank: Clients. Retention and Disposal: Not determined.

CENTENNIAL COLLEGE OF APPLIED ARTS AND TECHNOLOGY

Head

Chair, Board of Governors
Centennial College of Applied Arts and Technology
P.O. Box 631, Station A
Scarborough, Ontario
M1K 5E9
Telephone: (416) 694-3241

Access

Freedom of Information and Privacy Coordinator
Centennial College of Applied Arts and Technology
P.O. Box 631, Station A
Scarborough, Ontario
M1K 5E9
Telephone: (416) 694-3241, ext. 4286



A public reading area for the review of manuals and other information is open during regular office hours in the Resource Centres located in each of the three major campuses: Progress Campus, 41 Progress Court, Scarborough; Warden Woods Campus, 651 Warden Avenue, Scarborough; and Ashtonbee Campus, 75 Ashtonbee Road, Scarborough.

Mandate

The mission of Centennial College is to educate students for career success.

Organization

Centennial College is governed by a 17-member Board of Governors including the President who is an ex-officio member and secretary-treasurer. The college is organized into the Office of the President and five main areas: Business Services, Marketing and College Services, Instructional Services, Student Services and Staff Services. There are three major teaching campuses in Scarborough. One non-teaching location housing the Bibliocentre and a number of smaller training satellites are situated in the east end of Metropolitan Toronto.

Divisions

Board of Governors

Appointed by the Council of Regents, the board is comprised of representatives from business, education and industry, as well as members elected by the faculty, administration, support staff and students. The board

governs the college, and provides guidance and leadership with respect to policy and direction of the college. The board has three major standing committees: the Executive Committee, the Management Committee and the Finance and Property Committee.

General Classes or Types of Records

Contain information relating to the development of policy, the establishment of goals and objectives for the college and the general direction of college operations.

Bylaws
Minutes
Policies

Personal Information Banks

The following common personal information bank as described in Chapter II of this directory is maintained.

Board of Governors Membership

Office of the President

The President, as Chief Executive Officer, oversees the management and direction of college operations. The Office of the President provides administrative support to the Board of Governors and President, and directs strategic planning activities and operational reviews.

General Classes or Types of Records

Contain information on the management of the college, the coordination of fundraising activities and the provision of information to the public regarding college affairs.

Personal Information Banks

None

Academic

The Academic area is responsible for all academic functions of the college, and is divided into the Schools of Applied Arts, Business, Communications and General Studies, Training and Continuing Education, Engineering Technology, Health Sciences and Transportation.

General Classes or Types of Records

Contain operational records common to community colleges as described in Chapter II of this directory, relating to the development and delivery of academic programs.

Personal Information Banks

The following common personal information banks as described in Chapter II of this directory are maintained.

Day Care Registrants
FUTURES Program Applicants and Participants
Innovation Centre Clients, Registrants and Users
Ontario Training Incentive Program Trainees
Teacher Workload Records (Standard Workload Form)
Tests, Examinations and Assessments
Vocational Testing and Counselling

Student Services

This area has responsibility for providing a full range of services to students, including admissions, registrations, placement, counselling, health services, cooperative education, financial aid, awards, bursaries, student life, special needs and resource centres.

General Classes or Types of Records

Contain operational records common to community colleges as described in Chapter II of this directory, relating to the provision of student services, student enrolment and registration, and certain human resource management functions.

Personal Information Banks

The following common personal information banks as described in Chapter II of this directory are maintained.

Co-op, Work Term, Final Job Placements
Graduate and Alumni Records
Health and Medical Records
Library Users Lists
Ontario Student Assistance Program
Scholarships and Awards
Student Appeals (disciplinary, administrative, academic)
Student Applications
Student Athletics and Fitness Programs
Student Counselling
Student Registration and Academic History

Also contain information on special needs for students.

Student Special Needs

Location: Counselling Office. Legal Authority: Ministry of Colleges and Universities Act, R.S.O. 1990, c.M.19.
Information Maintained: Name, student number, referrals, record of needs and accommodation. Uses: Assess, refer and accommodate students for learning environment. Users: Special Needs counsellors and staff.
Retention and Disposal: Not determined.

Human Resources

This area is accountable for providing a full range of personnel services to the college and the employees. In

addition, the department provides services to staff in the areas of employment equity, affirmative action and professional development.

General Classes or Types of Records

Contain human resource management records common to community colleges as described in Chapter II of this directory.

Personal Information Banks

The following common personal information banks as described in Chapter II of this directory are maintained.

Employee Personnel, Payroll and Benefits Records
Job Competitions and Applications
Ombudsman/Human Rights Commission
Professional Development
Teacher Workload Records (Standard Workload Form)
Workers' Compensation

Financial Services

This area provides financial services including budget administration, accounting, auditing and planning support. The division is also responsible for the college's computer services, purchasing, receiving, asset control and the Management Information System.

General Classes or Types of Records

Contain general administrative records as described in Chapter II of this directory.

Personal Information Banks

None

Marketing and College Services

This area provides all services related to the physical resources of the college including parking, plant maintenance, building and renovation, bookstore and food services, as well as marketing and communications and the Bibliocentre.

General Classes or Types of Records

Contain operational records common to community colleges relating to the operation of ancillary services listed above as well as general administrative records, as described in Chapter II of this directory.

Personal Information Banks

None

Strategic Planning

This area is responsible for the ongoing development of the strategic plan and strategic management process, which sets directions and establishes priorities for the future of the college.

General Classes or Types of Records

Contain information relating to the development of policy and the establishment of goals and objectives for the college.

Personal Information Banks

None

MINISTRY OF CITIZENSHIP

Head

Minister of Citizenship
5th Floor, 77 Bloor Street West
Toronto, Ontario
M7A 2R9
Telephone: (416) 325-6170

Access

Freedom of Information and Privacy Coordinator
Ministry of Citizenship
4th Floor, 77 Bloor Street West
Toronto, Ontario
M7A 2R9
Telephone: (416) 325-6010



A public reading room for the review of manuals and other information is open from 9 a.m. until 5 p.m., Monday to Friday in the Resource Centre on the ninth floor at 77 Bloor Street West, Toronto.

Access for the Ontario Human Rights Commission

Freedom of Information and Privacy Coordinator
Ontario Human Rights Commission
400 University Avenue
Toronto, Ontario
M7A 2R9
Telephone: (416) 326-3875
TDD: (416) 314-4535



A public reading room for the review of manuals and other information is open during regular business hours on the 11th floor at 400 University Avenue, Toronto.

Mandate

The Ministry of Citizenship plays a leadership role in the development of government policies and programs to address access and equality issues for communities facing barriers to full participation in Ontario society.

The ministry is committed to working in close cooperation with the province's cultural, racial, aboriginal, disability and seniors' communities to ensure these groups share in the social and economic benefits of life in Ontario.

Organization

The Ministry of Citizenship's policy development and program delivery functions are carried out by dedicated and skilled specialists within the following organizational framework: Policy Services Branch, Citizenship Development Branch, Native Community Branch, Ontario Anti-Racism Secretariat, French Language Services, Office for Disability Issues, Office for Seniors' Issues and Access to Professions and Trades.

Reporting to the government through the Minister of Citizenship are the Office of the Employment Equity Commissioner, the Ontario Human Rights Commission, the Ontario Advisory Council on Multiculturalism and Citizenship, the Ontario Advisory Council on Disability Issues and the Ontario Advisory on Senior Citizens.

Internal support services - human resources, finance, administration, systems, audit, communications - are shared with the Ministry of Culture and Communications.

Divisions

Policy Services Branch

Responsible for policy development, strategic planning and evaluation, issue analysis and the provision of advice for the Minister and senior management. It is comprised of the Policy Coordination and Planning Unit, and the Policy Development Unit. Through its Ethnocultural Data Base the branch acquires, compiles, analyzes and disseminates statistical information on the culturally and racially diverse population of Ontario within and outside government.

General Classes or Types of Records

Contain information relating to Cabinet committee meetings of which the Minister is a member, program evaluations, environmental information for strategic planning, policy development initiatives (e.g., discussion papers), census and immigration statistical information on the ethnocultural composition of the province, settlement patterns, socio-demographic characteristics and information pertaining to ethnocultural variables such as mother tongue, ethnic origin, place of birth, religion, visible minorities, and aboriginal peoples.

Cabinet Committee Documents
Cabinet Submissions
Correspondence
Discussion Papers
Human Rights Policy Papers

Multiculturalism Strategy Documentation
Research and Evaluation Studies

Personal Information Banks

None

Citizenship Development Branch/Field Services

Responsible for programs that foster equal opportunity, appreciation, understanding and respect among the people of Ontario and their communities. Consolidates program delivery and community development through field consultants in front-line community contacts across the province.

General Classes or Types of Records

Contain information on programs and services that support citizenship development, immigrant settlement and integration, language training and orientation, multicultural initiatives and information related to the funding of client organizations. Also contain general administration records as described in Chapter II of this directory.

Citizenship Development Grants
Community Project Grants
Community Facilities Improvement Program Grants
Interpreter Services and Training Program Grants
Labour Market Adjustment Program (LAS)
Multicultural Workplace Program Coordination Grants
Newcomer Services Publications/Resources
Ontario Honours and Awards Program:
Canada Day Honours Award
The Order of Ontario
The Ontario Medal for Firefighters Bravery
The Ontario Medal for Good Citizenship
The Ontario Medal for Police Bravery
The Outstanding Achievement Awards
The Volunteer Services Awards
Ontario Settlement and Integration Program Grants
(formerly Multicultural Service Grants Program and
newcomer Language/Orientation Classes Grants)
Ontario Welcome House Nursery School and
English as a Second Language (ESL)
Administration and Settlement Services

Personal Information Banks

Contain information concerning individuals who make use of Citizenship Development Branch programs.

Children Information Records - Ontario Welcome House (OWH) Nursery School

Location: Ontario Welcome House. Legal Authority: Ministry of Citizenship and Culture Act, R.S.O. 1990, c.M.18/Order in Council 3282/86. Information Maintained: Name, address, client number, date of birth, country of origin, mother tongue, medical history, attendance consultations, profile of parents. Uses: Administer day care programs. Users: OWH nursery school staff. Individuals in Bank: Children of immigrants, refugees attending adult language classes. Retention and Disposal: Four years, then destroyed.

Ontario Honours and Awards

Location: Citizenship Development. Legal Authority: Ministry of Citizenship and Culture Act, R.S.O. 1990, c.M.18. Order in Council 3282/86. Information Maintained: Name, address, history of nominee's community service or achievement, name of organization, record of service. Uses: Determine, identify and publicize award recipients. Users: Program staff, news media (for award recipients), Advisory Council Members. Individuals in Bank: Nominees and recipients of awards. Retention and Disposal: Some 10 years, others 20 years, then transferred to archives.

Ontario Welcome House (OWH) Client Files

Location: OWH Settlement Services and regional offices. Legal Authority: Ministry of Citizenship and Culture Act, R.S.O. 1990, c.M.18/Order in Council 3282/86. Information Maintained: Name, address, sex, marital status, country of origin, children, education, mother tongue, client number. Uses: Determine eligibility for benefits and settlement needs of immigrants and refugees. Users: OWH staff. Individuals in Bank: Immigrants and refugees who are clients of OWH. Retention and Disposal: Three years, then destroyed.

Resource Centre

Location: Citizenship Development/Field Services. Legal Authority: Ministry of Citizenship and Culture Act R.S.O. 1990, c.M.18/Order in Council 3282/86. Information Maintained: Client names, business and residence telephone numbers, publications borrowed. Users: Library/reading room staff. Individuals in Bank: Users/clients of library. Retention and Disposal: Two years, then destroyed.

Student Information Records, English as a Second Language (ESL) School

Location: Ontario Welcome House. Legal Authority: Ministry of Citizenship and Culture Act, R.S.O. 1990, c.M.18/Order in Council 3282/86. Information Maintained: Name, address, age, sex, employment, education, occupation in country of origin, immigrant status, medical information, class information. Uses: Administration. Users: ESL school staff. Individuals in Bank: Immigrants and refugees to Ontario who have attended language classes. Retention and Disposal: Four years, then destroyed.

Native Community Branch

The branch provides consultative services through a network of field offices to Ontario's native communities and organizations. Consultants work with communities to develop and implement needed programs and services identified by Ontario's native people.

General Classes or Types of Records

Contain information that supports cultural heritage preservation initiatives, relating to the social, cultural and economic development of the native community in Ontario. Also contain general administration records as described in Chapter II of this directory.

Aboriginal Family Violence Program
Management and Training Program
Native Community Branch Grants Analysis Data Base,
Community Grants
Native Program Administration and Projects and Services
Grants Program
Native Small Business Centres Program
Northern Native Business Internship Program
Northern Native Small Business Program
Northern Native Small Business Development Program
Data Base
Ontario Native Community Infrastructure Program
Ontario Native Community Infrastructure/Native Small
Business Centres Program Data Base
Ontario Native Economic Support Program
Ontario Native Economic Support Program Data Base
Summer Experience Program

Manuals

Issued to all Native Community Branch consultants, managers and grants unit staff to provide direction on the branch base grants and outline policies and procedures.

Native Community Branch Grants Manual
Native Community Branch Economic Development
Manual
Northern Native Small Business Development Program
Manual
Ontario Community Infrastructure/Native Small Business
Centres Program Manual

Personal Information Banks

Contain information concerning individuals who apply to Native Community Branch programs.

Northern Native Small Business Development Program

Location: Native Community Branch. Legal Authority: Ministry of Northern Development and Mines Act, R.S.O. 1990, c.M.32. Information Maintained: Name of individual and/or business, address, Social Insurance Number, education, personal and business finances (income, assets, liabilities, net worth, financial history or activities, credit worthiness), Northern Native Small Business Development Program grants, evaluation information. Uses: Verify program eligibility; program planning; prepare program management reports. Users: Native Community Branch staff, program managers, program review committee members, auditors. Individuals in Bank: Native persons resident in Northern Ontario (Status, Non-status, Metis, Inuit), northern businesses (sole proprietorships, partnerships, corporations, cooperatives). Retention and Disposal: Not determined.

Ontario Anti-Racism Secretariat

The Ontario Anti-Racism Secretariat is an advocate for anti-racism in all sectors. It coordinates and provides advice on the implementation of the Anti-Racism Strategy for Ontario. This strategy sets the government's goals and priorities for combating racism in the public, private, broader public and community sectors.

The secretariat functions are consultative services, anti-racism education, policy development, research and evaluation, conflict resolution and anti-racism training. It also administers several grant programs for anti-racism projects.

General Classes or Types of Records

Contain information regarding programs established to promote economic and social equity for racial minorities.

Also contain general administration records as described in Chapter II of this directory.

Anti-Racism Operational Funding Program
Anti-Racism Project Funding Program
Dispute Resolution
Incentive Funds to Broader Public and Private Sectors

Personal Information Banks

Contain personal information relating to anti-racism programs.

Ontario Anti-Racism Secretariat Community Case Files

Location: Ontario Anti-Racism Secretariat. Legal

Authority: Ministry of Citizenship and Culture Act, R.S.O. 1990, c.M.18/Order in Council 3282/86.

Information Maintained: Name, address, correspondence between parties to a dispute. Uses: Assist in resolving conflict situations; develop public education programs and anti-racism/race relations policies. Users: Ontario Anti-Racism Secretariat staff. Individuals in Bank: Community members and institutional representatives involved in race related disputes or proactive projects. Retention and Disposal: Twenty years, then transferred to archives.

Access to Professions & Trades Project Group

Responsible for programs, policies and procedures to improve access to professions and trades for persons trained outside Ontario.

General Classes or Types of Records

Cabinet Committee Documents
Cabinet Submissions
Correspondence
Discussion Papers
Task Force Submissions and Responses

OFFICE FOR DISABILITY ISSUES

The office acts as a central information source to the general public on government policies, programs and services for persons with disabilities and their families; promotes the development of coordinated policies within government on issues affecting individuals with disabilities; and identifies opportunities of a corporate nature to promote the public's awareness of the needs of persons with disabilities.

General Classes or Types of Records

Contain information on policy and programs related to persons with disabilities as well as administrative records.

Manuals

Provide information on group home policy, programs, regulations and related issues. Publications are available at the Ontario Government Bookstore.

Ontario Group Homes Manual

Personal Information Banks

Contain the following common personal information banks as described in Chapter II of to this directory.

Central Attendance Recording System (CARS)
Employment Application Inventory
General Employment History and Payroll Information
Integrated Payroll, Personnel and Employee Benefits System (IPPEBS)
Job Competitions
Performance Management
Travel/Expense Accounts

OFFICE FOR SENIORS' ISSUES

The office advocates on behalf of all seniors, and particularly for the empowerment of those who are most in need, by: engaging seniors as partners in defining needs and designing responses; addressing the critical issues that affect them; and working to ensure that the services to Ontario's seniors are available, culturally sensitive and accessible.

The office comprises three units: Communications and Information, Education Resources Centre, and Policy and Research. All units operate under the direction of the Special Advisor to the Minister.

General Classes or Types of Records

Contain information on services and programs for senior citizens including guides, directories and specific studies and surveys.

Personal Information Banks

The following common personal information banks as described in Chapter II of this directory are maintained by this office or by the Ministry of Government Services, which provides personnel support.

Central Attendance Recording System (CARS)
Employment Application Inventory
Employment Equity Program
General Employment History and Payroll Information
Identity/Employee Card
Integrated Payroll, Personnel and Employee Benefits System (IPPEBS)
Job Competitions
Performance Management
Travel/Expense Accounts

Affiliated Agencies

Office of the Employment Equity Commissioner

Responsible for policy development and the provision of advice for the Minister of Citizenship regarding the implementation and structural issues of employment equity legislation. It is comprised of the Policy and Research Unit, a Communication and Public Education Unit, and a Finance and Administration Unit. Through its Communication Unit, the Office provides educational materials on employment equity. This information is available to interested individuals, groups, employers and unions.

General Classes or Types of Records

Contain information relating to policy development initiatives (e.g., background papers), selected statistical information on designated group members within the province relating to employment issues, patterns of employment and socio-demographic profiles.

Background Papers and Research Reports
Cabinet Submissions on Employment Equity
Correspondence
Designated Group Profiles

Personal Information Banks

None

Ontario Advisory Council on Disability Issues

The Ontario Advisory Council on Disability Issues advises the Government of Ontario through the Minister of Citizenship with responsibility for disability issues on matters pertaining to the well-being of persons with disabilities. It promotes the development and creation of self-help opportunities for persons with disabilities; reviews current policies that have a bearing on disabilities; and advises the Minister as requested.

General Classes or Types of Records

Contain information on issues related to persons with disabilities and their families in Ontario as well as administrative records.

Orders in Council

Personal Information Banks

Contain the following common personal information banks as described in the introduction to this directory.

Central Attendance Recording Systems (CARS)
Employment Application Inventory
General Employment History and Payroll Information
Integrated Payroll, Personnel and Employee Benefits System (IPPEBS)
Job Competitions
Performance Management
Travel/Expense Accounts

Ontario Advisory Council on Multiculturalism and Citizenship

Advises the Government of Ontario on matters pertaining to multiculturalism and citizenship.

General Classes or Types of Records

Contain information relating to Council's advice to the Government of Ontario on matters relating to multiculturalism and citizenship, the promotion of the concept of multiculturalism and general administration. Also contain general administration records as described in Chapter II of this directory.

Advisory Services/Liaison
Council Committees and Task Groups
Policy Reference
Research/Resources/Projects
Studies, Reports and Surveys

Manuals

Issued to council members and staff relating to administrative policy and procedures.

Policies and Administrative Procedures Manual for Council Members
Staff Office Practices and Administrative Procedures Manual

Personal Information Banks

Contain resumes and reference letters for council members, and resumes of community volunteers who have expressed an interest in assisting council's endeavours and who may become suitable applicants for a public service appointment.

Potential and Current Council Member Records

Location: Ontario Advisory Council on Multiculturalism and Citizenship. Legal Authority: Order in Council 2125/84. Information Maintained: Name, address, telephone number, education, employment experience, voluntary support and sensitivity to multicultural needs. Uses: Maintain record of council membership; identify potential council members; maintain contact with communities. Users: OACMC support staff and minister's office. Individuals in Bank: Potential candidates and current appointees. Retention and Disposal: Not determined.

Ontario Advisory Council on Senior Citizens

The Ontario Advisory Council of Senior Citizens advises the Government of Ontario through the Minister, on matters of concern to the province's senior citizens. The council publishes reports and discussion papers about seniors' issues, and reviews current policies that have a bearing on aged and aging persons.

General Classes or Types of Records

Contain information on issues related to senior citizens, annual reports, position and discussion papers on issues of interest to client group, service suppliers and government.

Personal Information Banks

The following common personal information banks as described in Chapter II of this directory are maintained.

Central Attendance Recording System (CARS)
Employment Application Inventory
Job Competitions
Performance Management
Travel/Expense Accounts

Province of Ontario Medal for Firefighters' Bravery Advisory Council

Selects recipients annually for the Province of Ontario Medal for Firefighters' Bravery

Province of Ontario Medal for Good Citizenship Advisory Council

Select recipients annually for the Ontario Medal for Good Citizenship.

Province of Ontario Medal for Police Bravery Advisory Council

Selects recipients annually for the Province of Ontario Medal for Police Bravery.

Province of Ontario Medal for the Order of Ontario Advisory Council

Recommends recipients annually for the Order of Ontario.

General Classes or Types of Records

Contain general administration records as described in Chapter II of this directory. All records are maintained by the ministry.

Personal Information Banks

All personal information banks used by those agencies are maintained by the ministry.

MINISTRY OF COLLEGES AND UNIVERSITIES

Head

Minister of Colleges and Universities
6th Floor, Mowat Block
900 Bay Street
Toronto, Ontario
M7A 1L2
Telephone: (416) 325-4052

Access

Freedom of Information and Privacy Coordinator
Human Resources and Corporate Services
Ministry of Colleges and Universities
8th Floor, 900 Bay Street
Toronto, Ontario
M7A 1L2
Telephone: (416) 325-1970

A public reading room for the review of manuals and other information is open during regular office hours on the 13th floor of the Mowat Block, 900 Bay Street, Toronto.

Mandate

The Ministry of Colleges and Universities' goal is to enable Ontario to meet its social and economic challenges by ensuring that the people and the province are provided with opportunities for excellent, relevant and accessible post-secondary education and by supporting research and the development of technological competence.

The ministry receives its mandate from the Ministry of Colleges and Universities Act. It carries out its mandate by developing policies and programs related to the funding of universities and colleges, regulating the colleges and private vocational schools in accordance with applicable statutes, and administering financial assistance to eligible students.

Organization

The ministry comprises two major areas: Post secondary Institutions Division, and Student Support and Corporate Services Division. Legal Counsel, Communications, French Language and Post secondary Education Branch, and the Special Policy Advisor report to the Deputy Minister's office. The Ministry of Education provides support services.

Divisions

Deputy Minister's Office

The following units report to the Deputy Minister's office: Legal counsel; the Special Policy Advisor, who provides policy and planning; Communications, which advises on communication plans and strategies; and French Language Postsecondary Education Branch, which advises on policies regarding post secondary education programs and services in the French language.

General Classes or Types of Records

Contain general administration and operational records as described in Chapter II of this directory.

Combined University Student Information System and University Affairs Report (USIS-UAR)

Location: Human Resources and Corporate Services.

Legal Authority: Ministry of Colleges and Universities Act, R.S.O. 1990, c.M.19; Statistics Act (Canada), 1970-71, c.15. Information Maintained: Student

identification code, Social Insurance Number (when provided), institution attended, sex, date of birth, marital status, mother tongue, citizenship/legal status in Canada, geographic source of student, registration and program, formula grant indicators. Uses: Determine allocation of formula operating grants to eligible Ontario universities; prepare summaries for management and planning purposes. Users: Ministry staff, Statistics Canada, reporting post secondary institutions. Individuals in Bank: Students enrolled in programs/courses in provincially assisted Ontario universities. Retention and Disposal: Not determined.

Ontario Colleges of Applied Arts and Technology (CAAT) Applications System

Location: Human Resources and Corporate Services.

Legal Authority: Ministry of Colleges and Universities Act, R.S.O. 1990, c.M.19. Information Maintained: Name, sex, date of birth, postal code, citizenship status, application type, education and college area, first/second/third college and program choice indicators. Uses: Monitor community college applicants for management and planning purposes. Users: Ministry staff, reporting post-secondary institutions. Individuals in Bank: Applicants to Ontario Colleges of Applied Arts and Technology. Retention and Disposal: Paper - one year, then destroyed; computer - not determined.

Postsecondary Partnerships and Research Division

The division coordinates and develops policies concerning international activities in post secondary institutions and regulates private vocational schools.

General Classes or Types of Records

Contain information on private vocational schools.

Private Vocational Schools - Administration, Investigation, Enforcement, Registration and Financial Records

Personal Information Banks

None

Universities and Research Support Division

Administers provincial grants to Ontario universities; implements policy decisions related to universities, including matters pertaining to research; acts as liaison with the Ontario Council on University Affairs; coordinates and develops policies concerning international activities in post secondary institutions; coordinates health sciences education programs in colleges, universities and other institutions; and evaluates and establishes requirements for teacher training programs in Ontario universities.

General Classes or Types of Records

Contain information on universities and university-related institutions, and concerning admissions, programs, services for students with a disability, native students and faculty.

Advisory Boards
Capital Grants Policy and Administration
Degree Granting Policy
Enrolment Statistics
Formula Operating Grants Policy and Administration
Health Sciences Programs Policy and Administration
Legislation and Legislative Acts
Ontario Teacher's Certificate Courses and Additional Teacher Certification Qualifications

Manuals

Issued to govern the distribution of the Ontario Government's operating grants to universities and university-related institutions.

Personal Information Banks

None

Student Support and Corporate Services Division

Student Support and Corporate Services provides human resources information and support for the ministry, and

coordinates the provision of financial assistance to eligible students studying at post secondary institutions.

General Classes or Types of Records

Contain information on the administration, operation and financing of colleges and private vocational schools, and on the general operations of the division's programs by college.

Academic Collective Agreement, Distribution Data of Staff, Level of Qualification, Salaries, Allowances
Affirmative Action/Employment Equity Reports by Abella Categories, by College and for System
Collective Bargaining Records
College Annual Reports
College Financial Statements
College Program Proposal
College Reports on Operational Reviews
College Terms and Conditions of Employment for Administrative Staff
Enrolment and Student Statistics
Francophone Services in Colleges
Index of Arbitration Awards
Operating and Capital Grants
Pay Practice Reports
Private Vocational Schools Administration, Investigation and Enforcement, Registration and Financial Records
Support Collective Agreement, Distribution Data of Staff, Salaries, Classification, Hours of Work

Manuals

Issued to ministry and/or college staff to assist in the administration of programs.

Aird Scholarship
Bursary Program for Francophones Outside Quebec
Bursary Program for Teachers in French Language Instructional Units
Fellowship for Studying in French
John Charles Polanyi Prizes
Ontario Graduate Scholarship
Ontario-Quebec Exchange Fellowship Program
Ontario Student Assistance Program - Policies and Procedures
Queen Elizabeth II Scholarship
Sir John A. MacDonald Graduate Fellowship in Canadian History
Summer Language Bursary Program
Teachers' Summer Bursary Program
William G. Davis Student Award

Personal Information Banks

Contain administrative and statistical information on college staff and students, information on owners of private vocational schools, and information used to determine eligibility for a variety of assistance programs. The following common personal information banks as described in Chapter II of this directory are maintained.

Career Planning/Training
Central Attendance Recording System (CARS)
Employment Application Inventory
Employment Equity Program
Freedom of Information and Protection of Privacy Act Requests
General Employment History and Payroll Information
Grievances and Applications
Identity/Employee Card
Integrated Payroll, Personnel and Employee Benefits System (IPPEBS)
Job Competitions
Library Users Lists
Medical Information (Personnel)
Ombudsman/Human Rights Commission
Performance Management
Travel/Expense Accounts
Workers' Compensation

Also contain administrative and statistical information on college students and used to determine eligibility for a variety of assistance programs.

Aird Scholarship

Location: Student Support Branch. Legal Authority: Ministry of Colleges and Universities Act, R.S.O. 1990, c.M.19. Information Maintained: Name, address, Social Insurance Number, sex, citizenship, residence history, education, nature of disability, extra-curricular activities and interests, career goals, confidential letters of recommendation, medical certificate, physicians' letters. Uses: Determine eligibility for scholarships. Users: Staff and management of the Student Support Branch, selection committee members, Ministry of Intergovernmental Affairs staff and management. Individuals in Bank: Physically disabled students seeking financial assistance for studies at a recognized post-secondary institution. Retention and Disposal: Four years, then destroyed.

Bursary Program for Francophones Outside Quebec

Location: Student Support Branch. Legal Authority: Ministry of Colleges and Universities Act, R.S.O. 1990, c.M.19. Information Maintained: Name, Social Insurance

Number, address, sex, date of birth, marital status, parents' address, citizenship, education, employment history, dietary needs, mother tongue. Uses: Determine eligibility for financial assistance. Users: Staff and management of the Student Support Branch, Secretary of State staff and management, staff at current or previous institution, staff of proposed educational institution. Individuals in Bank: Students, whose mother tongue is French, seeking financial assistance for studies in French. Retention and Disposal: Five years, then destroyed.

Bursary Program for Teachers in French Language Instructional Units

Location: Student Support Branch. Legal Authority: Ministry of Colleges and Universities Act, R.S.O. 1990, c.M.19. Information Maintained: Name, Social Insurance Number, address, sex, telephone number, level of teaching, date of issue of Ontario Teaching Certificate or Letter of Standing, name of school, name of principal, name of school board, proposed course and language of instruction, and proof of registration at university, course results. Uses: Determine eligibility for financial assistance of teachers taking university credit courses leading to first degree. Users: Staff and management of the Student Support Branch, French Language Education, Ministry of Education. Individuals in Bank: Teachers seeking financial assistance. Retention and Disposal: Five years, then destroyed; select files to archives.

College Data System - Staff Positions, Salaries of Staff Positions, Students

Location: Financial/Administration Section. Legal Authority: Ministry of Colleges and Universities Act, R.S.O. 1990, c.M.19. Information Maintained: Staff positions - identification number, citizenship, previous teaching experience, academic or professional qualifications, current job information, collective bargaining and workload information, salaries; students' college, identification number, sex, date of birth, citizenship, visa status, home address, preferred language of instruction, mother tongue, marital status, number of dependants, parents' education level, education, previous institution attended, college area, entrance qualifications, term of attendance, registration (campus, department, program and level), termination data, starting salary after graduation, destination after graduation. Uses: Provide aggregate statistical analyses and comparisons of college employees and students. Users: Ministry and college staff, Council of Regents staff, Statistics Canada, other

authorized researchers. Individuals in Bank: College employees and students. Retention and Disposal: Not determined.

College Faculty Submissions for Salary Progression

Location: College's Staff Relations Section. Legal Authority: Appendix I of Collective Agreement for Academic Employees. Information Maintained: Employee name, information and documents on step progression problem and resolution of problem. Uses: Record complaints concerning faculty classification/step progression and resolution. Users: Ministry staff. Individuals in Bank: College academic employees. Retention and Disposal: Not determined.

College Position Benefits

Location: College's Staff Relations Section. Legal Authority: Ministry of Colleges and Universities Act, R.S.O. 1990, c.M.19. Information Maintained: Employee name, information and documents on benefit problem, resolution of problem. Uses: Record problems concerning benefits to college staff and resolution. Users: College's Staff Relations Section staff. Individuals in Bank: College employees. Retention and Disposal: Five years, then transferred to archives.

College Position Employee Information

Location: College's Staff Relations Section. Legal Authority: Ministry of Colleges and Universities Act, R.S.O. 1990, c.M.19. Information Maintained: Name of college, date of birth, sex, salary, Hay points, position title, college employment date, position employment date, record reference number, audit reference number (in some cases). Uses: Provide analyses of pay practices for the colleges' administrative staff. Users: College's Staff Relations Section staff. Individuals in Bank: College administrative employees. Retention and Disposal: Not determined.

College Rights Arbitration Awards

Location: College's Staff Relations Section. Legal Authority: Ministry of Colleges and Universities Act, R.S.O. 1990, c.M.19. Information Maintained: Employee name, grievance form, arbitration award. Uses: Record problems concerning academic and support staff collective agreements. Users: Ministry staff, legal counsel, college employees. Individuals in Bank: College academic and support staff. Retention and Disposal: Ten years, then transferred to archives.

Fellowships for Studying in French

Location: Student Support Branch. Legal Authority: Ministry of Colleges and Universities Act, R.S.O. 1990, c.M.19. Information Maintained: Name, address, telephone number, Social Insurance Number, sex, date of birth, citizenship, residence history, education, mother tongue, preferred language of correspondence, other activities (work, travel, etc.), language of instruction, proposed program of study, name of institution, other financial assistance, transcripts. Uses: Determine eligibility for financial assistance. Users: Staff and management of Student Support Branch, selection committee members. Individuals in Bank: Students seeking financial assistance for post-secondary studies in French. Retention and Disposal: Five years, then destroyed; select files to archives.

John Charles Polanyi Prizes

Location: Student Support Branch. Legal Authority: Order in Council 3285/86. Information Maintained: Name, address, Social Insurance Number, discipline area, sponsoring university. Uses: Provide award. Users: Staff and management of Student Support Branch. Individuals in Bank: Prize winners. Retention and Disposal: Four years, then destroyed.

Ontario Graduate Scholarship Program

Location: Student Support Branch. Legal Authority: Ministry of Colleges and Universities Act, R.S.O. 1990, c.M.19. Information Maintained: Name, maiden name, address, telephone number, Social Insurance Number, date of birth, sex, citizenship, mother tongue, preferred language of correspondence, education, proposed program of study and name of institution, current studies, previous studies, other scholarships held, transcripts, plan of study, recommendations and ranking provided by university department. Uses: Determine eligibility for financial assistance. Users: Student Support Branch staff and management, graduate schools staff, selection board members, selection committee members. Individuals in Bank: Students seeking financial assistance for studies at the graduate level. Retention and Disposal: Four years, then transferred to archives.

Ontario Graduate Scholarship Selection Board

Location: Student Support Branch. Legal Authority: Ministry of Colleges and Universities Act, R.S.O. 1990, c.M.19. Information Maintained: Name, address, telephone number, institution, expenses of past and present board members. Uses: Select board and panel members. Users: Student Support Branch staff and

management, selection board members. Individuals in Bank: Faculty members at Ontario universities seeking appointment to selection board or panels. Retention and Disposal: Not determined.

Ontario-Quebec Exchange Fellowship Program

Location: Student Support Branch. Legal Authority: Ministry of Colleges and Universities Act, R.S.O. 1990, c.M.19. Information Maintained: Name, address, telephone number, Social Insurance Number, date of birth, citizenship, mother tongue, preferred language of correspondence, education, intended program of study and name of institution, language of instruction, other financial assistance, transcripts, confidential letters of recommendation. Uses: Determine eligibility for financial assistance. Users: Student Support Branch staff and management, University Relations Branch staff and management, selection committee members. Individuals in Bank: Students seeking financial assistance for graduate level studies at a university in Quebec. Retention and Disposal: Four years, then transferred to archives.

Ontario Restricted List (grant overpayments and loan defaults)

Location: Student Support Branch. Legal Authority: Ministry of Colleges and Universities Act, R.S.O. 1990, c.M.19. Information Maintained: Name, Social Insurance Number, amount of default, reason for restriction, date restriction placed. Uses: Determine eligibility for financial assistance. Users: Student Support Branch staff. Individuals in Bank: Students overpaid by student assistance programs or who have defaulted on loan repayments and grant overpayments. Retention and Disposal: Not determined.

Ontario Student Assistance Program

Location: Student Support Branch. Legal Authority: Ministry of Colleges and Universities Act, R.S.O. 1990, c.M.19. Information Maintained: Name, Social Insurance Number, address, age, sex, marital status, residency status, education, employment history, income and assets of applicant, parents, sponsors, spouse. Uses: Determine eligibility for the Ontario Study Grant Plan, the Canada Student Loans Plan, or the Ontario Students Loans Plan. Users: Branch staff. Individuals in Bank: Students seeking financial assistance. Retention and Disposal: Ten years, then destroyed.

Ontario Student Assistance Program - Private Vocational and Out-of-Province Students

Location: Student Support Branch. Legal Authority: Ministry of Colleges and Universities Act, R.S.O. 1990, c.M.19. Information Maintained: Name, Social Insurance Number, address, age, sex, marital status, citizenship, education, employment history, income and assets of applicant, parents, sponsors, spouse. Uses: Determine eligibility for Ontario Study Grant Plan, the Canada Student Loans Plan, or the Ontario Student Loans Plan. Users: Branch staff. Individuals in Bank: Students seeking financial assistance. Retention and Disposal: One year, then destroyed.

Ontario Student Assistance Program Appeal Board - Operational Files

Location: Student Support Branch. Legal Authority: Ministry of Colleges and Universities Act, R.S.O. 1990, c.M.19. Information Maintained: Board decisions on students, information on board members (name, address, telephone number, Social Insurance Number), board sittings, board members' oaths. Uses: Document decisions made to provide advice to the minister. Users: Appeals clerks and senior appeals clerks, Appeals Section manager and assistant. Individuals in Bank: Students and members of the board. Retention and Disposal: Students' information - ten years, then destroyed; board members' files - duration of term, then destroyed.

Ontario Student Loan Accounting

Location: Student Support Branch. Legal Authority: Ministry of Colleges and Universities Act, R.S.O. 1990, c.M.19. Information Maintained: Name, Social Insurance Number, amount of loans, bank where loan resides. Uses: Accounting for loan guarantee, interest payments. Users: Student Support Branch staff, banks. Individuals in Bank: Students with Ontario Student Loans. Retention and Disposal: Ten years, then destroyed.

Ontario Special Bursary Plan

Location: Student Support Branch. Legal Authority: Ministry of Colleges and Universities Act, R.S.O. 1990, c.M.19. Information Maintained: Name, Social Insurance Number, address, sex, date of birth, citizenship, residence history, marital status, income, number of children, education, and work history. Uses: Determine eligibility for the Ontario Special Bursary Plan. Users: Student Support Branch staff. Individuals in Bank: Students seeking financial assistance for academic

upgrading programs or part-time courses at post-secondary institutions. Retention and Disposal: Five years, then destroyed; select files to archives.

Ontario Work-Study Plan

Location: Student Support Branch. Legal Authority: Ministry of Colleges and Universities Act, R.S.O. 1990, c.M.19. Information Maintained: Name, Social Insurance Number, student number, address, citizenship, provincial residence, on-campus employment records, family income data. Uses: Payment for employment. Users: Student Support Branch staff. Individuals in Bank: Students seeking part-time employment while attending post-secondary institutions. Retention and Disposal: Five years, then destroyed; select files to archives.

Private Vocational School Review Board - Members' Biographical Material

Location: Private Vocational School Review Board. Legal Authority: Private Vocational Schools Act, R.S.O. 1990, c.M.19. Information Maintained: Biographical information on board members such as current and past employment, educational background, voluntary work and contributions to the community, etc. Uses: Publish information on board members. Users: Board members, ministry staff. Individuals in Bank: Board members. Retention and Disposal: Ten years, then transferred to archives.

Private Vocational Schools Information

Location: Private Vocational Schools Unit. Legal Authority: Private Vocational Schools Act, R.S.O. 1990, c.M.19. Information Maintained: Name, address, residency status, previous employment history, current business affiliations and financial status, declaration by applicant (regarding status with respect to bankruptcy, unpaid judgments, criminal offences, etc.), names and addresses of shareholders and designation of shares, names and addresses of referees, bibliography of members of the Private Vocational School Review Board. Uses: Determine eligibility for registration as a private vocational school and annual renewal of registration. Users: Ministry officers and staff. Individuals in Bank: Officers, instructors, directors, franchisees of schools that are currently registered, in process of registering or recently closed. Retention and Disposal: Five years following school closure, then destroyed.

Queen Elizabeth II Scholarship

Location: Student Support Branch. Legal Authority: Order in Council 4464/59. Information Maintained: Name, address, Social Insurance Number, name of university where enrolled. Uses: Issue scholarship cheques. Users: Student Support Branch staff and management. Individuals in Bank: Students seeking financial assistance for studies at the doctoral level. Retention and Disposal: Four years, then transferred to archives.

Revenue Recovery Reassessment (3R) Program

Location: Student Support Branch. Legal Authority: Ministry of Colleges and Universities Act, R.S.O. 1990, c.M.19. Information Maintained: Social Insurance Numbers, personal income data from Revenue Canada, Taxation, for applicant, parents, sponsors, spouse. Uses: Verify income data supporting applications for need-based assistance. Users: Branch staff. Individuals in Bank: Applicants, parents, sponsors, spouses. Retention and Disposal: Not determined.

Sir John A. Macdonald Graduate Fellowship in Canadian History

Location: Student Support Branch. Legal Authority: Ministry of Colleges and Universities Act, R.S.O. 1990, c.M.19. Information Maintained: Name, address, Social Insurance Number, marital status, date of birth, citizenship, residence history, education, intended program of study, name of institution, resume of projected research, transcripts and confidential letters of recommendation. Uses: Determine eligibility for financial assistance. Users: Student Support Branch staff and management, head or officer representing the head of candidate's university, selection committee members. Individuals in Bank: Students seeking financial assistance for studies at the doctoral level. Retention and Disposal: Four years, then transferred to archives.

Student Awards Investigators' Records

Location: Student Support Branch. Legal Authority: Ministry of Colleges and Universities Act, R.S.O. 1990, c.M.19. Information Maintained: Recommendations for prosecution, police reports, investigation reports from other government agencies, court decisions. Uses: Prosecution of fraud and misrepresentation. Users: Student Support Branch staff and management. Individuals in Bank: Individuals charged under the Criminal Code or Canada Student Loans Act. Retention and Disposal: Added to student master file for ten years, then destroyed.

Student Awards Verification Data

Location: Student Support Branch. Legal Authority: Ministry of Colleges and Universities Act, R.S.O. 1990, c.M.19. Information Maintained: Miscellaneous correspondence, telephone records, allegations of fraud or misrepresentation, information collected from other agencies and individuals to verify income sources, assets, school attendance, employment records and accuracy of application. Uses: Determine correct entitlement; prosecution. Users: Student Support Branch staff and management, police agencies. Individuals in Bank: Students alleged to have committed fraud or misrepresentation. Retention and Disposal: Added to student master file for ten years, then destroyed.

Summer Language Bursary Program

Location: Student Support Branch. Legal Authority: Ministry of Colleges and Universities Act, R.S.O. 1990, c.M.19. Information Maintained: Name, address, telephone number, Social Insurance Number, date of birth, sex, citizenship, education, employment history, special dietary needs, name, address, telephone number of student's parents, student's evaluation of course. Uses: Determine eligibility for financial assistance. Users: Student Support Branch staff, management and staff of accredited summer language bursary institutions. Individuals in Bank: Students seeking financial assistance for second-language immersion courses. Retention and Disposal: Current only, then destroyed; select files to archives.

Teachers' Summer Bursary Program

Location: Student Support Branch. Legal Authority: Ministry of Colleges and Universities Act, R.S.O. 1990, c.M.19. Information Maintained: Name, address, telephone number, Social Insurance Number, mother tongue, preferred language of correspondence, sex, name of course and institution, category of teacher, receipts for tuition and accommodation, letter of support from supervisory official and transcripts. Uses: Determine eligibility for financial assistance. Users: Student Support Branch staff and management. Individuals in Bank: Teachers seeking financial assistance for courses taken in French. Retention and Disposal: Four years, then destroyed; select files to archives.

William G. Davis Student Award

Location: Student Support Branch. Legal Authority: External trust agreement for the William G. Davis Student Award Fund. Information voluntarily submitted by individuals in bank for uses described below. Information Maintained: Name, address, telephone

number, sex, education, proposed program of study, name of institution, parents' names, addresses, telephone numbers, employment history with the Ontario government, letter of application, transcripts, confidential letters of recommendation. Uses: Determine eligibility for financial assistance. Users: Student Support Branch staff and management, trustees of the William G. Davis Student Award Fund, selection committee members. Individuals in Bank: Children of Ontario Crown employees seeking financial assistance for post secondary studies. Retention and Disposal: Four years, then transferred to archives.

Affiliated Agencies

Academic Advisory Committee

Advises the Ontario Council on University Affairs on the funding of new graduate and professional programs offered by the universities.

General Classes or Types of Records

This agency maintains no records.

Personal Information Banks

None

Centres of Entrepreneurship Advisory Committee

The mandate of this committee is to monitor the performance of the Centre of Entrepreneurship, to carry out the evaluation of the centres, and to make recommendations to the Minister of Colleges and Universities regarding the future of the program.

General Classes or Types of Records

Contain information related to the centres' activities.

Personal Information Banks

Contain information relating to committee members.

Centres of Entrepreneurship Advisory Committee - Members' Biographical Material

Location: Research Support and International Activities Branch. Legal Authority: Order in Council 2831/87. Information Maintained: Academic background, employment history, address and other biographical material relating to each member of the committee. Uses: Determine eligibility for appointment. Users: Ministry staff, minister's staff. Individuals in Bank: Potential members of the committee. Retention and Disposal: Ten years, then transferred to archives.

College Relations Commission

Monitors the bargaining process between the Ontario Council of Regents for Colleges of Applied Arts and Technology and the Ontario Public Service Employees Union (OPSEU).

General Classes or Types of Records

Contain information related to collective bargaining.

Personal Information Banks

Contain information related to commission members.

Grievances of Academic and Support Staff of the Ontario Public Service Employees' Union for College Employees

Location: College Relations Commission. Legal Authority: Colleges Collective Bargaining Act, R.S.O. 1990, c.C.15. Information Maintained: Awards of arbitrators, collective agreements. Uses: Review precedents and arbitral jurisprudence. Users: Commission members and staff, lawyers, students, unions. Individuals in Bank: Academic and support staff grievors of the Ontario Public Service Employees' Union. Retention and Disposal: Two years, then transferred to archives.

Ontario Council of Regents for Colleges of Applied Arts and Technology

Advises the Minister of Colleges and Universities on matters related to the college system; responsible for negotiations on behalf of colleges regarding collective agreements with academic and support staff; and appoints boards of governors for the colleges.

General Classes or Types of Records

Contain information of a general nature about the college system.

Collective Bargaining

Recommendations to Minister

Personal Information Banks

Contain information related to nominations for appointments to boards of governors and biographical material on council members.

Boards of Governors - External Nomination Files

Location: Council of Regents Office. Legal Authority: Ministry of Colleges and Universities Act, R.S.O. 1990, c.M.19. Information Maintained: Name, address, telephone number, occupation, education, public or professional organization experience. Uses: Determine

appointments to colleges' boards of governors. Users: Council members and staff. Individuals in Bank: Nominees to colleges' boards of governors. Retention and Disposal: Four years, then destroyed.

Council of Regents - Members' Personal Files

Location: Council of Regents Office. Legal Authority: Ministry of Colleges and Universities Act, R.S.O. 1990, c.M.19. Information Maintained: Biographical information on council members such as current and past employment, education, contributions to education. Uses: Publish information on council members. Users: Council staff. Individuals in Bank: Council members. Retention and Disposal: Not determined.

Ontario Council on University Affairs

The council advises the Minister of Colleges and Universities and the Lieutenant Governor in Council on matters pertaining to the university system, including the allocation of funds, graduate and professional program approvals and the Ontario Graduate Scholarship Fund. The Council is composed of a full-time chairman and 19 part-time members.

General Classes or Types of Records

Contain information relating to the council's advisory activities.

Minutes of Meetings

Submissions to the Minister

Personal Information Banks

Contain biographical files on council members and members of its Academic Advisory Committee.

Academic Advisory Committee - Members' Curricula Vitae

Location: Ontario Council on University Affairs. Legal Authority: Order in Council 1805/82. Information Maintained: Biographical information on committee members such as current and past employment, education, publication record and scholarly activities. Uses: Provide information on committee's composition. Users: Council staff. Individuals in Bank: Committee members. Retention and Disposal: Ten years, then transferred to archives.

Ontario Council on University Affairs - Members' Personal Records

Location: Ontario Council on University Affairs. Legal Authority: Order in Council 2477/74. Information

Maintained: Biographical information on council members such as current and past employment, education and publication records. **Uses:** Provide information on council's composition. **Users:** Council staff. **Individuals in Bank:** Council members. **Retention and Disposal:** Ten years, then transferred to archives.

Ontario Graduate Scholarship Selection Board

Provides advice and recommendations to the Minister of Colleges and Universities concerning the policies and administration of the Ontario Graduate Scholarship program and selects successful candidates for funding under the program.

General Classes or Types of Records

This agency maintains no records.

Personal Information Banks

None

Ontario Student Assistance Appeal Board

Advises the Minister of Colleges and Universities on financial assistance given applicants to the Ontario Student Assistance Program.

General Classes or Types of Records

This agency maintains no records.

Personal Information Banks

None

Private Vocational School Review Board

Conducts hearings under the Private Vocational Schools Act, as required, concerning the granting, renewal, revocation or suspension of school registrations.

General Classes or Types of Records

Contain information on board hearings.

Personal Information Banks

None

University Research Incentive Fund Selection Committee

Makes recommendations to the Minister of Colleges and Universities concerning the awarding of research grants.

General Classes or Types of Records

Contain information related to the development of recommendations.

Personal Information Banks

Contain information related to applications for research grants.

University Research Incentive Fund

Location: University Research Incentive Fund Selection Committee. **Legal Authority:** Orders in Council 124/85, 3170/86, 113/88 and 787/89. **Information Maintained:** Researcher's name, address, education, employment history, awards, institution, corporate partner, size and nature of corporation, sales volume, research capacity nature of research proposed and potential economic benefit to Ontario. **Uses:** Make recommendations to the Minister of Colleges and Universities concerning the awarding of grants. **Users:** Ministry staff, selection committee members, external reviewers. **Individuals in Bank:** Research project team members. **Retention and Disposal:** Ten years, then transferred to archives.

University Research Incentive Fund Selection Committee - Members' Personal Records

Location: Research Support and International Activities Branch. **Legal Authority:** Orders in Council 124/85, 3170/86, 113/88 and 787/89. **Information Maintained:** Academic background, employment history, addresses and other biographical material relating to each committee member. **Uses:** Determine eligibility for appointment to the committee. **Users:** Ministry staff, minister's staff. **Individuals in Bank:** Committee members. **Retention and Disposal:** Ten years, then transferred to archives.

MINISTRY OF COMMUNITY AND SOCIAL SERVICES

Head

Minister of Community and Social Services
6th Floor, Hepburn Block
80 Grosvenor Street
Toronto, Ontario
M7A 1E9
Telephone: (416) 325-5225

Access

Freedom of Information and Privacy Coordinator
Capital and Administrative Services Branch
Ministry of Community and Social Services
30th Floor, 2 Bloor Street West
Toronto, Ontario
M7A 1E9
Telephone: (416) 327-4635



A public reading room for review of the manuals and other information is open during regular office hours on the fifth floor at 880 Bay Street, Toronto.

Branch Offices - Contact the Branch Director

Communication and Marketing Branch
7th Floor, Hepburn Block
80 Grosvenor Street
Toronto, Ontario
M7A 1E9
Telephone: (416) 325-5151

Child Care Branch
30th Floor, 2 Bloor Street West
Toronto, Ontario
M7A 1E9
Telephone: (416) 327-4865

Children's Services Branch
3rd Floor, Hepburn Block
80 Grosvenor Street
Toronto, Ontario
M7A 1E9
Telephone: (416) 325-5315

Community Services Branch
4th Floor, Hepburn Block
80 Grosvenor Street
Toronto, Ontario
M7A 1E9
Telephone: (416) 327-4950

Financial Services Branch
5th Floor, Hepburn Block
80 Grosvenor Street
Toronto, Ontario
M7A 1E9
Telephone: (416) 326-8003

Human Resources Branch
23rd Floor, 2 Bloor Street West
Toronto, Ontario
M7A 1E9
Telephone: (416) 327-4755

Operational Coordination Branch
7th Floor, Hepburn Block
80 Grosvenor Street
Toronto, Ontario
M7A 1E9
Telephone: (416) 325-5444

Information Systems Branch
12th Floor, 5140 Yonge Street
North York, Ontario
M2N 6L7
Telephone: (416) 730-6600

Child and Family Services Review Board
24th Floor, 2 Bloor Street West
Toronto, Ontario
M7A 1E9
Telephone: (416) 327-4670

Custody Review Board
24th Floor, 2 Bloor Street West
Toronto, Ontario
M7A 1E9
Telephone: (416) 327-4670

Social Assistance Review Board
7th Floor, 1075 Bay Street
Toronto, Ontario
M5S 2B1
Telephone: (416) 326-5104

Soldiers' Aid Commission
24th Floor, 2 Bloor Street West
Toronto, Ontario
M7A 1E9
Telephone: (416) 327-4674

Community and Social Services (MCSS)

Regional Offices - Contact the Regional Director

Central Regional Office
10th Floor, 2195 Yonge Street
Toronto, Ontario
M7A 1G2
Telephone: (416) 325-9737

North Regional Office
2nd Floor, 473 Queen Street East
Sault Ste. Marie, Ontario
P6A 1Z5
Telephone: (705) 949-8052

Southeast Regional Office
336 Alfred Street
Kingston, Ontario
K7L 3S5
Telephone: (613) 548-6761

Southwest Regional Office
5th Floor, 195 Dufferin Avenue
London, Ontario
N6A 1K7
Telephone: (519) 438-8344

Area Offices - Contact the Area Manager

Barrie Area Office
34 Simcoe Street
Barrie, Ontario
L4N 6T4
Telephone: (705) 737-1311

Hamilton Area Office
P.O. Box 2112
7th Floor, 119 King Street West
Hamilton, Ontario
L8N 3Z9
Telephone: (416) 521-7844
(including Arrell Youth Centre)

Kingston Area Office
Suite 103, 1055 Princess Street
Kingston, Ontario
K7L 5T3
Telephone: (613) 545-0539

London Area Office
6th Floor, 495 Richmond Street
London, Ontario
N6A 5A9

Telephone: (519) 438-5111
(including London Juvenile Observation and Detention Home)

Mississauga Area Office
Suite 212, 1140 Burnhamthorpe Road West
Mississauga, Ontario
L5C 4E9
Telephone: (416) 897-3100

North Bay Area Office
Suite 406, 222 McIntyre Street West
North Bay, Ontario
P1B 2Y8
Telephone: (705) 474-4452

Ottawa Area Office
7th Floor, 10 Rideau Street
Ottawa, Ontario
K1N 9J1
Telephone: (613) 234-1188
(including Ottawa Juvenile Observation and Detention Home)

Peterborough Area Office
60 Hunter Street East
Peterborough, Ontario
K9H 1G5
Telephone: (705) 743-1624

Sudbury Area Office
3rd Floor, 10 Elm Street
Sudbury, Ontario
P3C 5N3
Telephone: (705) 675-4250
(including Sault Ste. Marie Juvenile Observation and Detention Home)

Thunder Bay Area Office
3rd Floor, 710 Victoria Avenue
Thunder Bay, Ontario
P7C 5P7
Telephone: (807) 622-2272

Toronto Area Office
9th Floor, 2195 Yonge Street
Toronto, Ontario
M7A 1G1
Telephone: (416) 965-1433
(including Toronto Juvenile Observation and Detention Home)

Waterloo Area Office
5th Floor, Waterloo Square
75 King Street South
Waterloo, Ontario
N2J 1P2
Telephone: (519) 886-4700

Windsor Area Office
1st Floor, Ontario Government Building
250 Windsor Avenue
Windsor, Ontario
N9A 6V9
Telephone: (519) 254-1651

Directly Operated Facilities

Regional Centre for Children and Adolescents - Contact the Administrator

Thistletown Regional Centre
51 Panorama Court
Etobicoke, Ontario
M9V 4L8
Telephone: (416) 326-0600

Syl Apps Campus
P.O. Box 356, 475 Iroquois Shore Road
Oakville, Ontario
L6J 5E8
Telephone: (416) 844-4110

Rexdale Campus
51 Panorama Court
Etobicoke, Ontario
M9V 4L8
Telephone: (416) 326-0600

Young Offenders Facility

Project D.A.R.E.
P.O. Box 2000
South River, Ontario
P0A 1X0
Telephone: (705) 386-2376

Facilities for the Developmentally Handicapped - Contact the Administrator

Southwestern Regional Centre
R.R. # 1
Blenheim, Ontario
N0P 1A0
Telephone: (519) 676-5431

D'Arcy Place
P.O. Box 2001, 700 D'Arcy Street
Coburg, Ontario
K9A 4L5
Telephone: (416) 372-3341

Adult Occupational Centre - Edgar
P.O. Box 12000
Barrie, Ontario
L4M 4W3
Telephone: (705) 728-6910

Muskoka Centre
P.O. Box 280, Muskoka Road
Gravenhurst, Ontario
P0C 1G0
Telephone: (705) 687-2201

CPRI
600 Sanitorium Road
London, Ontario
N6H 3W7
Telephone: (519) 471-2540

Huron Regional Centre
P.O. Box 1000
Orillia, Ontario
L3V 6L2
Telephone: (705) 326-7361

Midwestern Regional Centre
P.O. Box 400
Palmerston, Ontario
N0G 2P0
Telephone: (519) 343-2015

Prince Edward Heights
P.O. Box 440
Picton, Ontario
K0K 2T0
Telephone: (613) 476-2104

Rideau Regional Centre
P.O. Box 2000
Smiths Falls, Ontario
K7A 4T7
Telephone: (613) 284-0123

Northwestern Regional Centre
P.O. Box 3270
580 North Algoma Street
Thunder Bay, Ontario
P7B 5J8
Telephone: (807) 343-4321

Oxford Regional Centre
P.O. Box 310
Highway #59 North
Woodstock, Ontario
N4S 7X9
Telephone: (519) 539-1251

Mandate

The ministry provides temporary and long-term help for Ontarians with special needs. Programs and services, including financial assistance, residential care and professional counselling, are available to adults, children, families, and physically and developmentally handicapped persons. These services are provided by directly operated programs and through a system of transfer payments to independent agencies.

Organization

The ministry is organized into six divisions, each headed by an assistant Deputy Minister. In addition, there is one independent branch reporting to the Deputy Minister and a Legal Services Branch. The main office is in Toronto and there are four regional administration offices. The public is served directly through area offices, community offices and institutional facilities. Refer to the list at the end of this chapter for addresses.

Divisions

Population Health and Community Services System Group

The Population Health and Community Services System Group reports jointly to the Ministry of Health and the Ministry of Community and Social Services. The group has program divisional responsibility for activities relating to the comprehensive reform of the long term

care system for the elderly and individuals with physical disabilities. The group also provides a focus for community health services in Ontario. It supports public health units in the community, home care services, health service organizations and community health programs including mental health, alcohol- and drug-dependency programs, the Homes for Special Care Program and emergency health services. The group is comprised of two divisions: Long-Term Care Division consisting of Area Offices, Residential Services Branch, In-Home Services Branch, and Policy Branch; Community Health Division consisting of Community Health Branch, Community Mental Health Branch, Public Health Branch, Health Promotion Branch, AIDS Bureau and Office of Substance Abuse; and also includes Emergency Health Services Branch.

General Classes or Types of Records

Contains information on design of health-promotion and disease-prevention programs, long-range disease-prevention and home care programs, Health Services Organization and Community Health Centres (HSO/CHC) agreements, placement coordination, toxicology, environmental health, disease control, epidemiology programs and services, and special projects and statistics. Also includes information on programs of Community Mental Health Services, alcohol- and drug-dependency programs, the Homes for Special Care Programs, community mental health proposals and plans, studies and surveys, task force and committee reports, and regional and statistical data. Contains information on the licensing of ambulance operations, tele-communications and dispatching services, contingency and disaster planning, approved emergency vehicles and equipment.

Advanced Life-Support Program
Ambulance Fleet Management System
Ambulance Operations - Licensing and Inspection
Approved Homes
Approved Homes - Certification
Central Ambulance Communication Centre (CACC) -
Implementation Plans and Schedules
Central Ambulance Communication Centre (CACC) -
New Employee Orientation Program
Children in Need of Treatment System
Claims - Land and Air
Community Advisory Boards for Provincial Psychiatric
Hospitals
Community Files (by discipline)
Community Health Activity Resources Information
Systems

Community Health Protection
 Community Health Status Information Program Files
 Community Mental Health Services Program
 Community Mental Health Services Program - Budgets
 Complaints - Incident Reports
 Computerized Financial and Statistical Data Contingency Planning
 Contingency Services Program
 Disaster Planning and Emergency Response
 Emergency Health Services - Disaster and Contingency Planning
 Emergency Medical Care Assistant Program (EMCA)
 Emergency Medical Resources Program
 Emergency Patient Information System
 Emergency Response Program Files
 Equipment - Data and Research
 Equipment - Review and Development
 Food Safety Program Files
 Generic Contingency Guide
 Health Service Organization/Community Health Centres (HSO/CHC) Program
 Healthy Adolescents Program Records
 Healthy Adults Program Records
 Healthy Children Program Records
 Healthy Elderly Program Records
 Home Care Program - Correspondence and Financial Information
 Homes for Special Care Program
 Homes for Special Care Program - Licensing
 Homes for Special Care Program - Policy and Procedures
 Infection Control in Institutions Program Files
 Levels of Care Classification Records (Pilot Project)
 Local Health Agencies - Budgets
 Non-Communicable Disease Investigation Program Files
 Nursing Homes - Case Information (including inspections and licence renewals)
 Nursing Homes - Complaint Register and Reports
 Nursing Homes - Incident Reports
 Nursing Homes - Plans and Specifications
 Nursing Homes - Query System
 Nutrition Promotion Program Records
 Ontario Ambulance Service Information System (OASIS)
 - Call and Dispatch Reports, Annual and Semi-Annual Reports
 Outbreak Control Program Files
 Physical Activity Promotion Program Records
 Physicians' Correspondence Proposals for Nursing Home Beds
 Placement Coordination Services Program
 Rabies Control Program Files

Reproductive Health Program Records
 Sexual Health Program Records
 Sexually Transmitted Diseases Program Files
 Substance Abuse Prevention Program Records
 Swimming Pool Approval
 Task Forces and Project Teams
 Telecommunications - Systems, Proposals, Research Development
 Telehealth Program
 Tobacco Use Prevention Program Records
 Vaccine Preventable Diseases Program Files
 Vehicle Data, Specifications, Research
 Water Quality Program Files

Manuals

Issued to staff of local community and public health agencies involved in program delivery to establish local policies and assist in responding to complex issues. Also issued to staff to assist in maintaining quality care for residents in homes for special care, approved homes, and to provide guidelines for ministry funded community based mental health, alcohol and drug programs. Issued to Ambulance Services Branch staff and to private operators, rules for dispatch, completion of reports, billing procedures for hospitals and procurement for hospitals and procurement of approved equipment.

Air Ambulance Services - Policy and Procedures
 Ambulance Services Branch - Equipment
 Ambulance Services Branch - Financial and Administrative Policies and Procedures
 Ambulance Services Branch - Operational Directives
 Ambulance Services Branch - Policy and Procedures
 Approved Homes
 CHC Program Resource Manual
 Central Ambulance Communications Centre (CACC) - Policy and Procedures
 Children in Need of Treatment System - User's Guide
 Community Mental Health Program
 Compliance Management Program Manual (outlines standards and criteria for monitoring nursing home residents care and services)
 Computer-Assisted Public Health Inspection - User's Guide
 Computer-Assisted School Health Services - User's Guide
 Emergency Care Program - Operational Directives
 Emergency Medical Care Attendant (EMCA) - Study Guide
 Emergency Patient Care
 Generic Contingency Guide

Community and Social Services (MCSS)

Health Services Organization Program - Policy and Procedures Manual
Ontario Ambulance Service Information System (OASIS) AS5-D
Ontario Home Care Administrative System User Guide
Ontario Home Care Policies and Procedures Manual
Ontario Home Care Program Financial Manual
Reportable Disease Information System - Guidelines and Procedures
Residential Services - Senior Citizens

Personal Information Banks

Contain information relating to home care, long-term placement, school health, public health system and services, and perinatal mortality system. Contain information on individuals treated by ambulance attendants or paramedics, transported by the Ontario ambulance system or transferred out-of-province by land/air ambulance. Also contain information on the certification of Emergency Medical Care Assistants, patient assessment, operation, licensing and investigation of ambulance services and complaints.

Acquired Immunodeficiency Syndrome [service discontinued in 1989]

Location: Public Health Branch. Legal Authority: Health Protection and Promotion Act, R.S.O. 1990, c.H.7; O.Reg. 559/91. Information Maintained: Name, address, date of arrival in Canada, physician's name, hospital name, patient status, date of death, details of diagnosed diseases indicative of AIDS, data of onset, social and risk factors, laboratory data, exclusion criteria, name of person completing form and telephone number. Uses: Monitoring and reviewing the incidence and disease trends in Ontario; monitor the progress of the disease. Users: Senior medical consultant; nurse epidemiologist; Manager; Data Support Services; data clerk. Individuals in Bank: Patients diagnosed as having AIDS. Retention and Disposal: Not determined.

Advanced Life-Support Call Reports

Location: Emergency Health Program. Legal Authority: Ambulance Act, R.S.O. 1990, c.A.19, Reg. 14, Part VI, 43. (O.Reg. 600/89, s.13.) Information Maintained: Name, age, sex, assigned number, type of emergency, treatment given. Uses: Maintain work log; research and plan paramedic services. Users: Emergency care officials, doctors, Ambulance Services Branch staff. Individuals in Bank: Patients assessed and/or treated by ambulance attendants and paramedics. Retention and Disposal: Ten years, then destroyed.

Adverse Reactions

Location: Public Health Branch. Legal Authority: Health Protection and Promotion Act, R.S.O. 1990, c.H.7. Information Maintained: Patient's initials, age, sex, vaccine history and pertinent medical history (allergy history and concomitant diseases, etc.). Uses: Adverse reaction data bank for statistical analysis as bases for future recommendations related to vaccine usages. Users: Senior medical consultant, Disease Control Service staff. Individuals in Bank: Individuals who presented adverse reactions temporally associated with the administration of vaccines within the province of Ontario. Retention and Disposal: Two years, then destroyed.

Air Ambulance Claims and Review Files

Location: Air Ambulance Operations. Legal Authority: Health Insurance Act, R.S.O. 1990, c.H.6; Ambulance Act, R.S.O. 1990, c.A.19. Information Maintained: Name, address, OHIP number, diagnosis, date of service, amount paid/reimbursed, names of hospitals, air and land carriers. Uses: Review ambulance claims; provide a record of payment. Users: Ambulance Services Branch officials. Individuals in Bank: Patients transferred by air and out-of-province land ambulance. Retention and Disposal: Ten years, then destroyed.

Ambulance Services - Budgets and Settlements

Location: Ambulance Services Branch. Legal Authority: Ambulance Act, R.S.O. 1990, c.A.19, Reg. 14, Part VI, 33 - 41. (R.R.O. 1980, Reg. 14, s.33.) Information Maintained: Name, address, financial data, budget requests, approval, year-end expenditure statements. Uses: Ensure ambulance operators operating within approved budgets. Users: Ambulance Services inspectors, licensing officials. Individuals in Bank: Ambulance-service operators. Retention and Disposal: Ten years, then destroyed; select files to archives.

Ambulance Services - Human Resources Inventory

Location: Inspection and Licensing Services. Legal Authority: Ambulance Act, R.S.O. 1990, c.A.19, Reg. 14, Part VI, 31. (O.Reg. 600/89, s.11.) Information Maintained: Name, sex, driver's licence number and class code, Ontario Ambulance Service Information System (OASIS) employee number, immigration status, date hired, pertinent academic qualifications and renewal dates. Uses: Research and planning related to the development of Ambulance Services and dispatch centres; ensure academic qualifications are in compliance with legislation. Users: Ambulance Services Branch

officials, ambulance-service operators. Individuals in Bank: Employees of the Ontario ambulance system. Retention and Disposal: Not determined.

Ambulance Services - Investigation Reports, Inquiries, Complaints

Location: Inspection and Investigation Services. Legal Authority: Ambulance Act, R.S.O. 1990, c.A.19, O.Reg. 14, Part VI, 32. (R.R.O. 1980, Reg. 14, s.32.) Information Maintained: Name, investigation documents, evidence, statements, exhibits. Uses: Document inquiries and complaints; make recommendations for legal purposes. Users: Ambulance Services Branch officials, Ontario Provincial Police. Individuals in Bank: Citizens laying complaints about ambulance or dispatch services. Retention and Disposal: Ten years after issue resolved, then destroyed.

Ambulance Services - Service Profile

Location: Inspection and Investigation Services. Legal Authority: Ambulance Act, R.S.O. 1990, c.A.19, s.3, s.4 and s.5; R.R.O. 1980, Reg. 14, s.7. Information Maintained: Name, address, application for licence renewal, letters patent, articles of incorporation, list of board members, copy of licence. Uses: Process licences to operate an ambulance service; invoicing. Users: Ambulance Services Branch officials. Individuals in Bank: Licensed ambulance services. Retention and Disposal: Seven years, then destroyed; select files to archives.

Chest-Disease Service (patient index and records, abnormal x- rays, register of patients with inactive and prophylaxis tuberculosis) [service discontinued December 1982]

Location: Ontario Government Records Centre. Legal Authority: Health Protection and Promotion Act, R.S.O. 1990, c.H.7; O.Reg. 559/91. Information Maintained: Name, medical history of patients (living and deceased) with chest diseases, clinic report, drug report, outpatient report, prescription and treatment record, name, address, sex and age, x-ray number, chart number and x-ray film, history of tuberculosis, treatment, occupation contacts. Uses: Maintain a cumulative record of patients' medical histories in order to provide information for diagnosis and treatment; provide information for retrospective research studies for ministries and outside agencies. Users: Physicians, hospitals, branch administrative clerk. Individuals in Bank: Patients with tuberculosis or chest abnormalities. Retention and Disposal: Patient records/index retained 40 years, then transferred to

archives; x-rays retained 25 years, then destroyed; register retained 30 years, then transferred to archives.

Children in Need of Treatment System

Location: Public Health Branch. Legal Authority: Health Protection and Promotion Act, R.S.O. 1990, c.H.7; O.Reg. 382/84, s.8.a, as made by O.Reg. 515/87, and as amended by O.Reg. 750/91. Information Maintained: Name, date of birth, sex, dental treatment, amount claimed by dentist and amount paid, dentist's name and number, social assistance indicators. Uses: Province-wide statistical data on numbers of children treated, average costs, overpayment reports, costs for children on social assistance, statistics on payment arrangements within health units. Users: Dental consultant; Public Health Resource Service; data clerks; manager; Data Support Services. Individuals in Bank: School children in Ontario who have received treatment under the program. Retention and Disposal: Variable, then transferred to archives on tape.

Communicable Diseases - Patient Files [service discontinued in 1989]

Location: Public Health. Legal Authority: Health Protection and Promotion Act, R.S.O. 1990, c.H.7; O.Reg. 559/91. Information Maintained: Name, address, age, sex, medical history, nature of illness, laboratory results, treatments. Uses: Surveillance purposes; epidemiological research. Users: Senior medical consultants, Disease Control Service (DCS) data clerks and supervisor. Individuals in Bank: Individuals with reportable communicable diseases. Retention and Disposal: Four years, then destroyed.

Community Health Reimbursement System

Location: Community Health Branch. Legal Authority: Ministry of Health Act, R.S.O. 1990, c.M.26, s.6(1)(d). Information Maintained: Name, address, financial information on roistered members in Health Service Organizations (HSOs) and Community Health Centres (CHCs). Uses: Provide HSO capitation payment and subtract capitation negation; provide ministry and HSO/CHC sponsor's program with management information on medical services provided in all medical specialties. Users: HSO/CHC program coordinators, consultants, liaison clerks, statistical officer, HSO/CHC sponsors and staff, Information and Systems Division staff, Audit Branch and authorized OHIP staff. Individuals in Bank: HSO and CHC roistered members. Retention and Disposal: Six years, then destroyed.

Community Health Roster System

Location: Community Health Branch. Legal Authority: Ministry of Health Act, R.S.O. 1990, c.M.26, s.6(1)(d). Information Maintained: Name, address, OHIP number, date of birth, sex, medical information. Uses: Develop and maintain client records for Health Services Organizations (HSOs) and Community Health Centres (CHCs). Users: HSO/CHC program coordinator, consultants, liaison clerks, statistical officer, HSO/CHC sponsors and staff, staff of Information and Systems Division, Audit Branch, authorized OHIP staff. Individuals in Bank: OHIP subscribers and dependants enrolled with HSOs and CHCs. Retention and Disposal: Six years, then destroyed.

Computer-Assisted Public Health Inspection

Location: Data Support Services. Legal Authority: Health Protection and Promotion Act, R.S.O. 1990, c.H.7. Information Maintained: Business owner's name, address, health unit inspector's and area inspector's telephone numbers. Uses: Schedule inspections of establishments; record statistics on the frequency of inspections. Users: Public Health inspectors in health units; manager, Data Support Services; senior consultants; Public Health Branch staff. Individuals in Bank: Owners of establishments to be inspected. Retention and Disposal: Variable, as determined by the Health Unit.

Computer-Assisted School Health Services

Location: Public Health. Legal Authority: Immunization of School Pupils Act, R.S.O. 1990, c.I.1. Information Maintained: Name, age, sex, health status and immunization records. Uses: Provide information on the immunization of school children. Users: Board of Health staff responsible for immunization of school pupils, consultants, Disease Control Service and Systems Support Unit staff. Individuals in Bank: School children in Ontario. Retention and Disposal: Retained on data tape for 11 years after last data entry to record, then deleted.

Critical Care Patients - Transfer Files

Location: Air Ambulance Operations. Legal Authority: Health Insurance Act, R.S.O. 1990, c.H.6; Ambulance Act, R.S.O. 1990, c.A.19. Information Maintained: Name, age, sex, date of transfer, medical condition, referring and receiving hospitals, physician's treatment, medical assessment prior to and during transfer. Uses: Provide physicians with data on patient and treatment prior to arrival at receiving hospital; compile statistics. Users: Ambulance services officials, attending

physicians. Individuals in Bank: Patients using the ministry's air ambulance. Retention and Disposal: Ten years, then destroyed.

Emergency Medical Care Assistants (EMCA)

Location: Ambulance Services Branch. Legal Authority: Ambulance Act, R.S.O. 1990, c.A.19, Reg. 14, Part IV, 16, 17 & 18. (R.R.O. 1980, Reg. s. 16/ 14, s.17(1-3) (4); O.Reg. 600/89, s. 1 & 9. Information Maintained: Name, address, education examination, results, appeals, certificate, proof of completion of requirements to take the exam. Uses: Verify that requirements for certification are met; evaluate credentials. Users: Education Services manager, certification administrator, Education and Quality Assurance Program coordinator, Inspection and Investigation Services manager. Individuals in Bank: Students and Ambulance Services Branch staff applying for certification as Emergency Medical Care Assistants. Retention and Disposal: Not determined.

Encounter System (community health)

Location: Community Health Branch. Legal Authority: Ministry of Health Act, R.S.O. 1990, c.M.26, s.6(1)(d). Information Maintained: Patient name, address, encounters (visits), service provided by Health Service Organizations (HSOs) and Community Health Centres (CHCs). Uses: Provide audit assurance that services are delivered in HSOs and CHCs; provide program-wide service data to HSO/CHC program; provide aggregate statistical reports to HSO/CHC sponsors for management planning, and research studies. Users: HSO/CHC program coordinator, consultants, liaison clerks, statistical officer, HSO/CHC sponsors and staff, Audit Branch staff. Individuals in Bank: HSO/CHC patients. Retention and Disposal: Not determined.

Fundamentals of Casualty Care (FCC)

Location: Emergency Care Programs. Legal Authority: Ambulance Act, R.S.O. 1990, c.A.19, Reg. 14, Part IV, 16, 17 & 18. (R.R.O. 1980, Reg. s.16/ 14, s.17(1-3) (4); O.Reg. 600/89, s. 1 & 9. Information Maintained: Name, address, education examination, results, examination answer sheet, marking sheets and results, copy of certificate. Uses: Verify completion of course; recertify staff; evaluate credentials. Users: Education Services manager, Education and Quality Assurance Program coordinator, Inspection and Investigation Services manager. Individuals in Bank: Persons employed in Ambulance Services prior to August 1, 1975, and exempted from the requirement to be certified as an Emergency Medical Care Assistant. Retention and Disposal: Not determined.

Homes for the Aged - Investigation Reports (complaints and incidents)

Location: Local Long-Term Care area offices of the Long-Term Care Division. Legal Authority: Homes for the Aged and Rest Homes Act, R.S.O. 1990, c.H.13; Charitable Institutions Act, R.S.O. 1990, c.C.9. Information Maintained: Reviews and interviews, reports from investigating MCSS staff. May contain patient's medical history, records. Uses: Regional directors. Users: Director, Manager, corporate staff, area managers, program supervisors. Individuals in Bank: Residents and staff of homes for the aged involved in serious incidents or complaints. Retention and Disposal: Retained in local area office seven years, then destroyed if resident known to be deceased; 20 years, then destroyed if resident living.

Immigrant Medical Services

Location: Public Health Branch. Legal Authority: Health Protection and Promotion Act, R.S.O. 1990, c.H.7; O.Reg. 559/91. Information Maintained: Name, address, data of birth, positive syphilis serology, country of origin, treatment. Uses: Surveillance of immigrants with a diagnosis of syphilis. Users: Senior medical consultant, nursing epidemiologist, administrative secretary. Individuals in Bank: Immigrants with positive syphilis serology. Retention and Disposal: One year, then destroyed.

Immigrant Medical Services - Notification to Provincial Government of Inactive Pulmonary Tuberculosis

Location: Public Health Branch. Legal Authority: Health Protection and Promotion Act, R.S.O. 1990, c.H.7; O.Reg. 559/91. Information Maintained: Name, address, date of birth, country of origin, diagnosis, file number. Uses: Surveillance of immigrants with findings suggestive of inactive pulmonary tuberculosis; provide statistics. Users: Consultants, Disease Control Service staff; Systems Support Unit staff, local public health agencies. Individuals in Bank: Immigrants with inactive pulmonary tuberculosis. Retention and Disposal: One year, then destroyed.

Incident Reports and "Vital Signs Absent" Reports

Location: Inspection and Licensing Services. Legal Authority: Ambulance Act, R.S.O. 1990, c.A.19, s.32; R.R.O. 1980, Reg. 14. Information Maintained: Name, address, sex, record of unusual occurrences, unusual delays, suspicious circumstances, equipment deficiencies, interferences in the provision of ambulance services. Uses: Document situations where corrective action

maybe required or where loss of life has occurred due to unusual or suspicious circumstances. Users: Ambulance Services Branch officials, ambulance and dispatch operators, managers, Ontario Provincial Police. Individuals in Bank: Ambulance and dispatch services staff involved in the situation. Retention and Disposal: Ten years, then destroyed.

Inspection Reports

Location: Inspection and Investigation Services. Legal Authority: Ambulance Act, R.S.O. 1990, c.A.19, s.18. Information Maintained: Name, address, ambulance service inspection reports, photographs of vehicles and equipment. Uses: Record recommendations to improve quality of services; ensure compliance with legislation; provide history of ambulance-service performance. Users: Ambulance Services Branch officials. Individuals in Bank: Ambulance Services Branch staff and personnel funded by ministry. Retention and Disposal: Two years after service ceases operations, then destroyed.

Integrated Homemaker Information System

Location: Long Term Care Division, In-Home Services Branch. Legal Authority: Homemakers and Nurses Services Act, R.S.O. 1990, c.H.10. Information Maintained: Name, address, telephone number, type of service received, provider of the service. Users: Local Home Care Directors and case managers, Long Term Care Division, IHP coordinator, analysts and auditor. Individuals in Bank: Individuals admitted to local Integrated Homemaker Programs. Retention and Disposal: Five years, then destroyed.

Leprosy Case Register and Progress Reports [service discontinued in 1989]

Location: Public Health. Legal Authority: Health Protection and Promotion Act, R.S.O. 1990, c.H.7; O.Reg. 559/91. Information Maintained: Name, address, age, sex, country of birth, medical history, laboratory findings and treatment. Uses: Update leprosy register; organize distribution of drugs; record program activities; compile statistics. Users: Senior medical consultant, Disease Control Service staff, ministry consultant on leprosy, Data Support Section data clerk and supervisor. Individuals in Bank: Individuals with active leprosy. Retention and Disposal: Not determined.

Licences - Revocation and Appeals Files

Location: Inspection and Investigation Services. Legal Authority: Ambulance Act, R.S.O. 1990, c.A.19, s.11; Health Facilities Special Orders Act, R.S.O. 1990,

c.H.5. Information Maintained: Name, address, data concerning non-compliance with Ambulance Act. Uses: Documents grounds for licence revocation. Users: Ambulance services officials, Ontario Provincial Police. Individuals in Bank: Ambulance-service operators subject to investigations leading to licence revocation proceedings. Retention and Disposal: Ten years, then destroyed.

Maternal Mortality

Location: Public Health. Legal Authority: Public Hospitals Act, R.S.O. 1990, c.P.40, s.16(3); O.Reg. 518/88. Information Maintained: Record of maternal deaths by cause, age, hospital, location of death and residence of women. Uses: Study causes and trends in maternal deaths in Ontario. Users: Ontario Medical Association Maternal Mortality Subcommittee/Perinatal Committee. Individuals in Bank: Women who died while pregnant or within 90 days after delivery. Retention and Disposal: Two years, then destroyed.

Newborn Screening Program for Inborn Errors of Metabolism

Location: Public Health. Legal Authority: Ministry of Health Act, R.S.O. 1990, c.M.26, s.9. Information Maintained: Name, date of birth, hospital of birth, residence, parents' names, diagnosis with treatment. Uses: Identify and treat infants with Phenylketonuria (PKU) and congenital hypothyroidism (CH); compile statistics on the incidence and trends of these diseases. Users: Regional treatment consultants, provincial laboratory staff, the Advisory Committee on Screening for Inherited Diseases in Infants. Individuals in Bank: Infants born with PKU and CH. Retention and Disposal: Indefinite for PKU children under treatment; two years for CH.

Nursing Homes - Complaints Register

Location: Head Office and regional offices in Toronto, London and Ottawa. Legal Authority: Nursing Homes Act, R.S.O. 1990, c.N.7. Information Maintained: Date of licensing and name of nursing home, complainant's name, nature of complaint and mode, date given to inspector, date of investigation, name of inspector and findings. Uses: Compile statistics. Users: Regional supervisors, inspectors, directors, managers, administrative assistants, coordinators. Individuals in Bank: Nursing home staff, residents and residents' representatives. Retention and Disposal: Head office files - 50 years, then destroyed; regional offices' files - two years, then destroyed.

Nursing Homes - Incident Reports

Location: Regional offices in Toronto, London and Ottawa. Legal Authority: Nursing Homes Act, R.S.O. 1990, c.N.7. Information Maintained: Records of injury, medication and treatment errors, incidents of assault and fire, cases of communicable disease or death resulting from an accident or undetermined cause. Uses: Alert Nursing Homes Program staff to incidents requiring investigation; provide statistics. Users: Director, manager, administrative assistant, regional supervisors, inspectors, coordinators. Individuals in Bank: Residents and staff of nursing homes involved in incidents. Retention and Disposal: Two years, then destroyed.

Nursing Homes - Investigation Reports (complaints and incidents)

Location: Head Office, Residential Services Branch, Nursing Homes Program and regional offices in Toronto, London and Ottawa. Legal Authority: Nursing Homes Act, R.S.O. 1990, c.N.7. Information Maintained: Reviews, interviews, reports resulting from Nursing Homes Program staff investigation. May contain patient's medical history, records. Uses: Alert Nursing Homes Program staff to incidents which may require enforcement action; provide statistics. Users: Directors, managers, administrative assistants, regional supervisors, inspectors, coordinators. Individuals in Bank: Residents and staff of nursing homes involved in serious incidents or complaints. Retention and Disposal: Head office files - 50 years, then destroyed; regional offices' files - two years, then destroyed.

Nursing Homes - Licence Files

Location: Residential Services Branch, Nursing Homes Program. Legal Authority: Nursing Homes Act, R.S.O. 1990, c.N.7. Information Maintained: Name and address of licensee, name and address of nursing home, names and addresses of officers and directors of company. Uses: Licensing. Users: Directors, managers, coordinators, Licensing Officer of Nursing Homes Program. Individuals in Bank: Licensee, officers and directors of nursing homes. Retention and Disposal: Fifty years, then destroyed.

Nursing Homes - Residents' Files (closed nursing homes)

Location: Records Centre. Legal Authority: Nursing Homes Act, R.S.O. 1990, c.N.7. Information Maintained: Name, age, medical and drug history of resident, examinations, diagnoses, physician's orders and progress notes, billing and other accounting information. Uses: Investigations and statistics. Users: Directors, managers, regional supervisors, coordinators,

administrative assistants, inspectors and investigators from Coroner's Office. Individuals in Bank: Discharged or deceased residents of closed nursing homes. Retention and Disposal: Files of deceased/discharged residents - five years in nursing home, then transferred to archives; subject to archival selection.

Ontario Ambulance Services Information System (OASIS) - Dispatch Call Report (AS5-D)

Location: Emergency Health Services Branch. Legal Authority: Ambulance Act, R.S.O. 1990, c.A.19, Reg. 14, Part VI, 42. (O.Reg. 600/89, s.12.) Information Maintained: Name, address, nature and cause of injury, illness, time sequencing of ambulance call and destination location of the patient(s). Uses: Record and control movement of ambulance vehicles to patient pickup location; provide time sequencing; provide legal documentation; compile statistics. Users: Ambulance Services Branch officials, Emergency Health Services officials. Individuals in Bank: Patients treated or transported by the Ontario Ambulance System. Retention and Disposal: Ten years, then destroyed.

Ontario Ambulance Services Information System (OASIS) - Patient Call Report (AS5-A)

Location: Emergency Health Services Branch. Legal Authority: Ambulance Act, R.S.O. 1990, c.A.19, Reg. 14, Part VI, 43. (O.Reg. 600/89, s.13.) Information Maintained: Name, address, nature and cause of injury, illness, patient condition and change in condition, time sequencing of the ambulance call. Uses: Bill for patient's co-payment fee; provide legal documentation; compile statistics. Users: Ambulance Services Branch officials, physicians, hospital billing departments. Individuals in Bank: Patients treated or transported by the Ontario ambulance system. Retention and Disposal: Ten years, then destroyed.

Ontario Home Care Administration System (J401 AND J404)

Location: In-Home Services Branch. Legal Authority: Health Insurance Act, R.S.O. 1990, c.H.6; R.R.O. 1980, Reg. 452. Information Maintained: Name, address, telephone number, type of service received, provider of the service. Uses: Monitor the type and amount of service provided; ensure all cases receive services within the mandate of the program. Users: Local Home Care Program directors and case managers; Ministry of Health Home Care Program consultants, coordinators and auditors. Individuals in Bank: Individuals admitted to local Home Care Program. Retention and Disposal:

Three months in office, one year in the Records Centre. Year-end reports are transferred to archives and kept for 10 years.

Rabies Report

Location: Public Health. Legal Authority: Health Protection and Promotion Act, R.S.O. 1990, c.H.7; O.Reg. 292/84. Information Maintained: Initials, age, sex, health unit, degree of contact with suspected rabid animals. Uses: Decide whether or not an individual should receive anti-rabies vaccine; compile statistics. Users: Veterinary consultants, Disease Control Service data clerk and supervisor, Data Support Services staff. Individuals in Bank: Individuals who have been in contact with suspected rabid animals. Retention and Disposal: One year, then destroyed.

Reportable Diseases

Location: Public Health. Legal Authority: Health Protection and Promotion Act, R.S.O. 1990, c.H.7; O.Reg. 559/91. Information Maintained: Initials, age, sex, risk factors, dates of onset and diagnosis, laboratory data, health unit of residence. Uses: Epidemiologic surveillance, monitoring and reviewing reportable disease incidence and trends in Ontario. Users: Consultants, Disease Control Service staff. Individuals in Bank: Individuals with reportable diseases. Retention and Disposal: Variable, then transferred to archives on tape.

Sexually Transmitted Diseases - Contact Cards and Related Correspondence

Location: Public Health. Legal Authority: Health Protection and Promotion Act, R.S.O. 1990, c.H.7; O.Reg. 559/91. Information Maintained: Name, address of sexually transmitted diseases contact in the world. Uses: Trace and notify sexually transmitted diseases contacts. Users: Senior medical consultant, nurse epidemiologist, Disease Control Service staff, branch administrative secretary. Individuals in Bank: Persons residing outside Ontario having had contact with residents infected with sexually transmitted diseases. Retention and Disposal: One year, then destroyed.

Sexually Transmitted Diseases - Patient Case Files [service discontinued in 1989]

Location: Public Health. Legal Authority: Health Protection and Promotion Act, R.S.O. 1990, c.H.7; O.Reg. 559/91. Information Maintained: Name, address, sex, sexually transmitted disease diagnosis and stage of disease where applicable, serology treatment. Uses: Research purposes. Users: Senior medical consultant,

Community and Social Services (MCSS)

nurse epidemiologist; Disease Control Service staff, data clerk, supervisor. Individuals in Bank: Registered syphilis patients notified between April 1, 1981, and March 31, 1990. Retention and Disposal: Microfiche is kept for 50 years.

Tuberculosis Admission/Separation Cards [service discontinued December 1982]

Location: Ontario Government Records Center. Legal Authority: Health Protection and Promotion Act, R.S.O. 1990, c.H.7; O.Reg. 559/91. Information Maintained: Name, address, case number, name and location of institution, sex, country of birth, occupation, medical history, date of admission/separation and health on discharge. Uses: Update tuberculosis register card; respond to inquiries from clinics, hospitals, laboratories and medical officers of health. Users: Senior medical consultant, Disease Control Service staff, User Support Unit. Individuals in Bank: Patients admitted or discharged from institutions for the treatment of tuberculosis between 1920 and 1982. Retention and Disposal: Thirty years, then transferred to archives.

Tuberculosis Register and Index of Active Patients, Notification of New Active or Reactivated Cases, Nominal Roll [service discontinued in 1989]

Location: Public Health. Legal Authority: Health Protection and Promotion Act, R.S.O. 1990, c.H.7; O.Reg. 559/91. Information Maintained: Name, address, sex, marital status, occupation, OHIP number, physician treating the case, diagnosis, case history, facts relevant to treatment, bacteriology, known close contacts, country of birth and origin. Uses: Provide a complete roster of identified tuberculosis patients in Ontario; provide information to public health units and private physicians on previous treatment and stage of disease; update register; provide statistics and a numeric cross-reference for reporting cases to/from Statistics Canada. Users: Senior medical consultant, Disease Control Service staff, data clerk and supervisor. Individuals in Bank: Individuals with active or reactivated tuberculosis. Retention and Disposal: Microfiche records from 1960 to 1988 inclusive maintained for 50 years; nominal roll destroyed in 1990.

Children, Family and Community Services Division

The division is responsible for the development and design of programs and policies for children (including child care) and for adults who require community support services. There are three branches: Child Care, Children's Services and Community Services.

General Classes or Types of Records

Contain information on policies, administration, and projects related to service delivery. In addition, the Child Care Branch has the following data applications.

Child Care Direct Operating Grants Data
Day Nurseries Information System

Personal Information Banks

None

Wage Policy Pilot Project

Location: Community Services Branch, Thunder Bay and London area offices. Refer to the list at the end of this chapter for addresses. Legal Authority: Ministry of Community and Social Services Act, R.S.O., 1990, c.M.20, s.6. Information Maintained: Surname and initial, gender, date of birth, income source, type of activity, hours in each activity, hourly income rate, monthly earnings, pay category, minimum wage equivalent, gross pay, net pay, social assistance payment and supplementary payment. Uses: Record eligibility; determine rate of social assistance payments and/or supplementary payments; analyze financial impact of policy. Users: Income Maintenance Branch, Income Maintenance officers and supervisors, Community Services Branch, Financial Planning and Corporate Analysis Branch and Designated Service Providers, Wage Policy coordinators and clerks, area managers and District Service managers. Individuals in Bank: Disabled persons participating in pilot wage policy projects. Retention and Disposal: Not determined.

Social Assistance and Employment Opportunity Division

The division is responsible for programs to assist individuals and families who are in financial need or who require support services or employment services.

General Classes or Types of Records

Contain information on policies, administration and projects related to service delivery.

Community Youth Supports (CYS)
Family Benefits Programs
Futures (Residential Component)
General Welfare Assistance Programs
Municipal/First Nation Employment Program (M/FNEP)
Opportunity Planning Pilots
Preparation for Independence (PFI)
Social Services Employment Program (SSEP)
Supported Employment (SE)

Vocational Rehabilitation Services (VRS)
Work Activity Program

Personal Information Banks

Contain statistical information on clients in order to monitor and plan programs. Contain information on clients on social assistance programs, not on employment programs.

Financial Planning and Corporate Services Division

The division is responsible for providing policy direction and support in the areas of human resources, financial planning and analysis, federal-provincial cost-sharing, employment equity, freedom of information and protection of privacy, comprehensive audit and review, "Greening" initiatives, and administrative services for the ministry. Comprises six branches: Financial Planning and Corporate Analysis, Capital and Administrative Services, Information Systems, Financial Services, Human Resources, Comprehensive Audit and Review.

General Classes or Types of Records

Contain information on policies and procedures concerning personnel and financial matters; administrative reviews, audits, and projects; computer systems; computer programs; records management; and the security of automated records.

Adoption/Crown Wards System
Agency Correspondence
Capital Commitments and Projection Information System
Capital Grants (construction, acquisition and renovation of provincially subsidized facilities)
Cheque Replacement Monitoring System
Children in Adult Psychiatric Facilities - Statistics
Children's Aid Society - Quarterly Reports
Comprehensive Audits
Credit Counselling Services - Statistics
Day Nurseries Information System
Developmentally Handicapped - Database System for Programs
Developmentally Handicapped - Work Activity System
Employment Opportunities Program - Expenditure Monitoring (agencies)
Federal-Provincial Cost-Sharing
Family Violence Prevention-Budgets/Expenditures
Group Homes Registry
Homes for the Aged - Annual Statistical Reports
Private Home Day Care Statistics
Service Provider Inventory System

Youth Employment Program - Administration
Young Offenders Strategic Information System

Manuals

Issued to ministry staff responsible for personnel, financial and administrative matters.

Capital Projects
Financial Administration
Freedom of Information and Protection of Privacy Legislation - Adults
Legislation - Children (vols. 1 and 2)
Legislation - Income Maintenance
Ministry Administration
Standard Agreements Manual

Issued to staff responsible for direct interaction with ministry clients and agencies to provide detailed procedures and guidelines for the administration of ministry programs.

Adoption
Billcap Policy and Procedures
Case Information Disclosure
Children in Care (of Children's Aid Societies and Probation Services)
Children's Residence Licensing
Claims Examination Procedures - Family Benefits
Comprehensive Income Maintenance Systems
Caseworker (vols. 1, 2 and 3)
Day Nurseries
Developmentally Handicapped - Residential Services
Eligibility Review (family benefits)
Family Benefits - Policy and Procedural Guidelines
Family Services
Foster Care Licensing
General Welfare Assistance - Legal Aid Test
General Welfare Assistance - Policy Guidelines
Human Resources Guide
Integrated Records - Family Benefits
Legal Aid Assessment
Northern Districts (family benefits)
Parental Support Workers Operating Guidelines
Private Home Daycare
Purchase of Counselling Services
Residential Services - Senior Citizens
Special Needs and Services
Special Services At Home
Standards for Food Services
Support Services for the Physically Disabled

Vocational Rehabilitation (vols. 1 and 2)
Young Offenders Services

Personal Information Banks

The following common personal information banks as described in the introduction to this directory are maintained.

Career Planning/Training
Central Attendance Recording System (CARS)
Employment Equity Program
Freedom of Information and Protection of Privacy Act Requests
General Employment History and Payroll Information
Grievances and Applications
Integrated Payroll, Personnel, and Employee Benefits System (IPPEBS)
Job Competitions
Medical Information (Personnel)
Ombudsman/Human Rights Commission
Parking Records
Performance Management
Travel/Expense Accounts
Workers' Compensation

Also contain information on clients and employees, and on the ministry's and funded agencies' clients in various programs.

Family Benefits - Main Pay List

Location: Financial Services Branch. Refer to the end of this chapter for addresses. Legal Authority: Family Benefits Act (FBA), R.S.O., 1990, C.F.2, s.9 and s.11. Information Maintained: File number, name, address, case classification, OHIP coverage, number of beneficiaries, amount of rent subsidies, amount of cheque and cheque number. Uses: Verify payments made; federal audit. Users: Financial Services Branch staff, Income Maintenance Operations Division staff. Individuals in Bank: Recipients of family benefits. Retention and Disposal: Six years, then destroyed subject to federal audit.

Canada Assistance Plan - Billing

Location: Information Systems Branch. Refer to the end of this chapter for addresses. Legal Authority: Developmental Services Act, R.S.O. 1990, c.D.11; Ministry of Community and Social Services Act, R.S.O. 1990, c.M.20, s.6. Information Maintained: Resident's name, name of facility, number of days of care in schedule I and II facilities for each fiscal year. Uses: Bill Canada Assistance Plan on behalf of developmentally

handicapped residents. Users: Developmental Services staff. Individuals in Bank: Residents of facilities for the developmentally handicapped. Retention and Disposal: Various - up to six years, then destroyed.

Child Advocacy Information System

Location: Information Systems Branch. Refer to the end of this chapter for addresses. Legal Authority: Child and Family Services Act, R.S.O. 1990, c.11. Information Maintained: Name code, date of birth, sex, wardship status, placement, admission, transfer and discharge dates, facility name, type of placement and related data. Uses: Track children in the children's residential care network; provide regular and ad hoc facility reports to plan and manage cases and resources. Users: Ministry staff responsible for providing children's services. Individuals in Bank: Children in care in residential and non-residential licensed/funded programs (e.g., children's aid societies, young offenders' programs, children's mental health centres). Retention and Disposal: Various - up to three years, then destroyed. The data bank is no longer active; no input since November 1989.

Comprehensive Income Maintenance System

Location: Information Systems Branch. Refer to the end of this chapter for addresses. Legal Authority: Family Benefits Act, R.S.O. 1990, c.F.2, s.9 and s.11; General Welfare Assistance Act, R.S.O. 1990, c.G.6, s.4 and s.9. Information Maintained: Surname, address, telephone number, date of birth, marital status, dependants, income, budgetary expenses, medical codes, employment information, support payment details, Social Insurance Number, health number, case activity. Uses: Record eligibility; determine rate of social assistance payments; administer income maintenance programs; program evaluation. Users: Income Maintenance management, caseworkers, municipalities delivering family benefits, general welfare, and work incentive payments. Individuals in Bank: Recipients of family benefits, general welfare, or work incentive payments. Retention and Disposal: Various - up to seven years, then destroyed.

Facilities for the Developmentally Handicapped - Residential Statistical System

Location: Information Systems Branch. Refer to the end of this chapter for addresses. Legal Authority: Developmental Services Act, R.S.O. 1990, c.D.11. Information Maintained: Resident's personal identifier, date and reason for admission, clinical assessment, communication and sensory capacities, physical capacities, life skills assessments. Uses: Plan resources in

communities to meet needs of discharged developmentally handicapped clients; facility operations budgeting and control. Users: Developmental Services staff and policy analysts. Individuals in Bank: Clients of facilities for the developmentally handicapped. Retention and Disposal: Various - up to three years, then destroyed. The data bank is no longer active; no input since June 1988.

Operations Division

The division is responsible for the delivery of all ministry programs. Comprises: the Operational Coordination Branch; the regional, area and community offices; and directly operated facilities. The Operational Coordination Branch is responsible for strategic management, agency support and program coordination for the division, and includes the Chaplaincy, Adoptions and French Language Services offices. Service delivery is managed through regional directors and area managers. Ministry facilities serve clients directly.

General Classes or Types of Records

Contain information on the delivery of services by ministry offices and by funded independent agencies and municipalities.

Operational Coordination Branch
Child Abuse Prevention - Grants and Training Programs
French Language Services
Legal Aid Assessment Staff Cost
Multi-Year Plan Nursing Home Placement Monthly Statistics
Program Management - Support Data

Regional Offices

Program Planning and Support Information

Area Offices

Family Benefits Assistance
Family Benefits Cheque Replacement
General Welfare Assistance
Licensing - Children's Programs/Agencies
Municipal Chargebacks
Municipal Purchase of Counselling
Transfer Payment Agencies (project funding proposals, budget approvals, subsidy claims)
Transfer Payment Programs Administration - Adult Social Services

Transfer Payment Programs Administration - Children's Services
Transfer Payment Programs Administration - Developmental Services (adults and children)
Vocational Rehabilitation Services Programs - Financial Data
Young Offenders' Act (monthly payment statistics, custody information, record of placements, types of orders, facility development)

Directly Operated Facilities

Controlled-Drug Inventory
Finance and Accounting
Institution Maintenance and Inspection
Institution Search for Contraband Drugs/Goods
Maintenance, Financial, and Control Records of Custody Facilities
Operating Statements
Quality Assurance
Sanitation Statistical Reports
Statistics on Movement of Clients Within Each Facility

Personal Information Banks

Contain information on the ministry's and funded agencies' clients in order to determine and meet service needs, and monitor and plan programs.

Adoption Case Files and Statistics

Location: Operational Coordination Branch. Refer to the end of this chapter for addresses. Legal Authority: Child and Family Services Act, R.S.O., 1990, c.11, Part VII. Information Maintained: Child's birth name, place and date of birth, sex, birth registration number, adopted name, birth parents' social and medical history, adoptive parents' names and address, adoptive parents' homestudy, name of responsible/supervising society/agency, name of responsible private adoption licensee, court and judge, legal documents, related correspondence and reports. Uses: Verify legal status of child; establish adoption, proof of age; provide data for Adoption Disclosure Register; compile statistics. Users: Adoption Unit and Adoption Disclosure Register staff. Individuals in Bank: Children placed for adoption privately or by the Children's Aid Society. Retention and Disposal: Transferred to archives 100 years after completion of adoption.

Adoption Disclosure Register

Location: Operational Coordination Branch. Refer to the end of this chapter for addresses. Legal Authority: Child

and Family Services Act, R.S.O., 1990, c.11, Part VII. Information Maintained: Adoptee's full name at birth, full adoptive name, current name used, current address and telephone number, place and date of birth, adoptive parents' names, birth parents' name at child's birth, present name and address, (if they register) place and date of birth. Above information also held on birth grandparents and adult birth siblings if they register. Uses: Authorized adoption disclosure. Users: Adoption Disclosure staff. Individuals in Bank: Birth parents, adult adoptees, adult birth siblings and birth grandparents of adoptee. Retention and Disposal: Transferred to archives 100 years after completion of adoption.

Adult Individual Support Program - Case Files

Location: Area offices. Refer to the end of this chapter for addresses. Legal Authority: Developmental Services Act, R.S.O., 1990, c.D.11, s.2(2). Information Maintained: Name, address, date of birth, sex, medical and psychological data, agency involvement, placement history. Uses: Assist in finding resources for developmentally handicapped adults; determine eligibility for funding; provide aggregate information for area offices to plan for improvements in service; record details of services provided to client. Users: Special Services Unit staff, local and area managers. Individuals in Bank: Adults referred by residences, community programs and parents. Retention and Disposal: One year, then transferred to Government Records Centre for four years; select files to archives.

CPRI - Case Files

Location: CPRI. Refer to the end of this chapter for addresses. Legal Authority: Child and Family Services Act, R.S.O., 1990, c.11. Information Maintained: Name and casebook number, date of birth, sex, name and address of parent/guardian, family physician, referring agent, test scores, behaviour scales, individual treatment and program plans, admission and discharge summaries, medical information (physician's orders, laboratory reports, nursing notes, psychiatric reports), trust account records, related correspondence and data. Uses: Plan, monitor and evaluate care and treatment provided to clients; statistical and research purposes. Users: Program specialists, senior administration staff, clinical staff. Individuals in Bank: Registered outpatients, day-treatment, and residential clients. Retention and Disposal: Twenty years after 18th birthday, then transferred to archives.

Canada Assistance Plan - Billing

Location: Facilities for the developmentally handicapped. Refer to the end of this chapter for addresses. Legal Authority: Developmental Services Act, R.S.O., 1990, c.D.11; Ministry of Community and Social Services Act, R.S.O., 1990, c.M.20, s.6. Information Maintained: Resident's name, number of days in care. Uses: Bill Canada Assistance Plan on behalf of developmentally handicapped residents. Users: Facility staff. Individuals in Bank: Residents of facilities for the developmentally handicapped. Retention and Disposal: Various - up to six years then destroyed.

Child Abuse Register and Case Files

Location: Operational Coordination Branch. Refer to the end of this chapter for addresses. Legal Authority: Child and Family Services Act, R.S.O., 1990, c.C.11, s.75(5). Information Maintained: Child's and alleged abuser's name; date of birth; parents'; alleged abusers' or caretakers' names and addresses; details of incident; date reported to the Children's Aid Society (CAS); name of reporting CAS; follow-up reports; copy of letter sent to alleged abuser; related correspondence, may include expungement hearing information. Uses: Record details of alleged cases of child abuse reported by CAS; provide general register check for child abuse investigations; statistical purposes. Users: Branch director, child abuse register staff, abusers or agents and parents of abused child, official guardians, coroner, Children's Aid Societies. Retention and Disposal: Twenty-five years, then destroyed.

Child and Family Service Advocacy - Case Files

Location: Office of Child and Family Service Advocacy. Refer to the end of this chapter for addresses. Legal Authority: Child and Family Services Act, R.S.O., 1990, s.102. Information Maintained: Name, date of birth, sex, social history, service problems, individual program planning information. Uses: Assist in the resolution of service problems; advocate on behalf of individual rights. Users: Advocacy Office staff and, in select cases, members of the Interministerial Provincial Action Committee (IMPAC). Individuals in Bank: Recipients of service from the Ontario government, usually the Ministry of Community and Social Services. Retention and Disposal: Five years after date of last activity, then transferred to archives.

Children with Special Needs and Services

Location: Area offices and facilities. Refer to the end of this chapter for addresses. Legal Authority: Child and Family Services Act, R.S.O., 1990, c.11. Information

Maintained: Name, address, date of birth, sex, medical and psychological data and reports, parents' names and address, agreements between parents and the agency/ministry, related correspondence/data. Uses: Determine eligibility for funding; record details of special needs and services provided to clients; maintain record of progress. Users: Area and local manager and special needs agreement officers and staff. Individuals in Bank: Children referred by residential programs and by parents. Retention and Disposal: Ten years after date of last activity, then destroyed; select files to archives.

Children's Mental Health Centre - Case Files

Location: Thistletown Regional Centre. Refer to the end of this chapter for addresses. Legal Authority: Child and Family Services Act, R.S.O., 1990, c.11. (Note: Centre delisted from the Mental Health Act, April 5, 1989; now under the Freedom of Information and Protection Privacy Act, 1987, as of April 5, 1989. Information Maintained: Child's name; address; date of birth; sex; legal status; admission and discharge summaries; medical information (physician's orders, psychiatric reports, laboratory reports, nursing notes); psychological, social work, speech, and education consultations; progress notes; incident reports and related data including name and address of parent/guardian. Uses: Plan, monitor, and evaluate care and treatment provided to clients and families; statistical and research purposes. Users: Program specialists, outside social service providers with the signed consent of the client or legal next-of-kin. Individuals in Bank: Individuals/families accepted for assessment/treatment in programs operated by the centre. Retention and Disposal: Twenty years after 18th birthday, then transferred to archives.

Correspondence - General (Adoption)

Location: Operational Coordination Branch. Refer to the end of this chapter for addresses. Legal Authority: Child and Family Services Act, R.S.O., 1990, c.11, Part VII. Information Maintained: Name, address of correspondent, correspondence pertaining to international, private and step-parent adoption, adoption disclosure files. May contain application for adoption, homestudy reports, post-adoption service information. Uses: Hold information pending further activity on case. Users: Adoption Unit staff. Individuals in Bank: Correspondents on adoption matters. Retention and Disposal: Under review.

Crown Ward Administrative Review Files

Location: Operational Coordination Branch. Refer to the end of this chapter for addresses. Legal Authority: Child and Family Services Act, R.S.O., 1990, c.11, Part III. Information Maintained: Name, date of birth, sex, Crown wardship date, current placement, reason for Crown wardship, type and suitability of placement, educational progress, medical/dental care, adequacy of program planning, quality of care, administrative review report, related correspondence and documentation. Uses: Assess wardship status; ensure wardship provides the necessary care and services; assess the quality of care provided by the Children's Aid Society (CAS) to Crown wards. Users: Ministry staff responsible for reviews and Children's Aid Society. Individuals in Bank: Crown wards. Retention and Disposal: Five years, then transferred to archives.

Crown Ward Files/Records

Location: Area offices. Refer to the end of this chapter for addresses. Legal Authority: Child and Family Services Act, R.S.O., 1990, c.11. Information Maintained: Name, place and date of birth, sex, medical history of child and parents, social history of parents and grandparents, Crown wardship order, court documents, plan and review of care, placement history, discharge plans, where child was placed for adoption; registration of placement, report on the adjustment of child in home, consent to adopt, termination of access order, adoption breakdown data (where applicable). Uses: Monitor care of Crown wards; notify area managers about Crown ward hearings. Users: Program supervisors, area managers. Individuals in Bank: Crown wards. Retention and Disposal: Until wardship terminated, then microfilmed and retained for 100 years.

Delinquency Prevention and Diversion Files

Location: North Bay and Timmins Area Probation Offices. Refer to the end of this chapter for addresses. Legal Authority: Ministry of Community and Social Services Act, R.S.O., 1990, c.M.20, s.6. Information Maintained: Name, address, age, school reports, progress reports, data on parents, police information, record of supervision, case notes and related data. Uses: Monitor attendance; ensure no further charges are laid; liaise with community services. Users: Probation officer. Individuals in Bank: Juveniles having difficulties with the law and placed in a diversion program. Retention and Disposal: Five years, then destroyed; select files to archives.

Developmentally Handicapped - Admission/Discharge Information System for Schedule 1 Facilities

Location: Southeast, Southwest or North Regional Offices. Refer to the end of this chapter for addresses. Legal Authority: Developmental Services Act, R.S.O., 1990, c.D.11, s.2. Information Maintained: Name, age, sex, admission/discharge dates, reason for admission, discharge placement and location. Uses: Monitor progress of the implementation of the ministry's Multi-Year Plan for the Developmentally Handicapped. Users: Area, facility and regional Program and Planning staff. Individuals in Bank: Developmentally handicapped persons admitted to Schedule 1 facilities or discharged to the community. Retention and Disposal: Master Admission/Discharge Index retained by Developmentally Handicapped Facilities for 100 years. The records for this section are destroyed when superseded each month.

Developmentally Handicapped - Chaplaincy Services

Location: Operational Coordination Branch. Refer to the end of this chapter for addresses. Legal Authority: Ministry of Community and Social Services Act, R.S.O., 1990, c.M.20, s.6. Information Maintained: Client's name, religious affiliation, name of client's pastor/religious contact, religious history, religious needs (e.g., dietary observances, sacraments, rites). Uses: Develop service delivery plan; make referrals to local clergy/religious contact person, discharge planning. Users: Chaplaincy staff and local clergy. Individuals in Bank: Facility clients. Retention and Disposal: Five years, then transferred to archives.

Developmentally Handicapped - Five-Year Plan Client Tracking System

Location: Southeast and Southwest Regional Offices. Refer to the end of this chapter for addresses. Legal Authority: Developmental Services Act, R.S.O., 1990, c.D.11, s.2. Information Maintained: Name, date of birth, sex, country of origin, placement information. Uses: Compile statistical data related to clients discharged from facilities for developmentally handicapped persons under the ministry's Five-Year Plan. Users: Area and regional Program and Planning staff. Individuals in Bank: Developmentally handicapped persons discharged to the community. Retention and Disposal: Six years, then transferred to archives.

Developmentally Handicapped - Pine Ridge Centre Transfer List and Card Index

Location: Huronia Regional Centre.

START Centre Transfer List and Card Index

Location: Oxford Regional Centre.

Refer to the beginning of this chapter for addresses.

Legal Authority: Developmental Services Act, R.S.O., 1990, c.D.11, s.2. Information Maintained: Resident's name, casebook number, date of discharge, box number, record dates, location. Uses: Identify and obtain Client Case Files from the Government Record Centre in order to respond to requests for information. Users: Managers and staff of Record Services in designated Facilities. Individuals in Bank: Former residents with developmental handicaps. Retention and Disposal: Forty years for transfer list. 100 years for Card Index.

Facilities for the Developmentally Handicapped - Case Files

Location: Facilities for the developmentally handicapped. Refer to the end of this chapter for addresses. Legal Authority: Developmental Services Act, R.S.O., 1990, c.D.11. Information Maintained: Name, date of birth, sex, social history, admission and discharge summaries, medical treatment, education, individual program planning information. Uses: Plan, monitor and evaluate care and treatment provided to clients/families; statistical and research purposes. Users: Facility staff, placement coordinator, private agencies involved in care and treatment of the clients/families. Individuals in Bank: Current and former clients (individuals or families). Retention and Disposal: Twenty years after 18th birthday or date of last activity, whichever is longer, then transferred to archives.

Facilities for the Developmentally Handicapped - Family Home Parent Files

Location: Facilities for the developmentally handicapped. Refer to the end of this chapter for addresses. Legal Authority: Developmental Services Act, R.S.O., 1990, c.D.11. Information Maintained: Family Home parent's name, address, financial status, personal evaluation, home audit reports, medical information, criminal reference checks. Uses: Monitor and evaluate the family to ensure appropriate standards for care of clients in their homes. Users: Family Home Program workers. Individuals in Bank: Family Home parents. Retention and Disposal: Five years after closure, then destroyed.

Family Benefits and General Welfare Case Files

Location: Local offices and facilities for the developmentally handicapped. Refer to the end of this chapter for addresses. Legal Authority: Family Benefits

Act, R.S.O., 1990, c.F.2, s.9 and s.11; General Welfare Assistance Act, R.S.O., 1990, c.G.6, s.4 and s.9.

Information Maintained: Name, address, case profile of financial, employment, social data, related correspondence. Uses: Assess eligibility for benefits; determine amount of benefits payable; claim federal cost-sharing revenues; federal audit. Users: Income Maintenance Unit and Financial Services staff, ministry Policy and Planning staff, facilities staff, Health and Welfare Canada cost-sharing program staff. Individuals in Bank: Applicants for and recipients of family benefits, general welfare assistance, and handicapped children's benefits. Retention and Disposal: Ten years after case closed, then destroyed subject to federal audit; select files to archives.

Investigation Files

Location: Operational Coordination Branch. Refer to the end of this chapter for addresses. Legal Authority: Ministry of Community and Social Services Act, R.S.O., 1990, c.M.20, s.6. Information Maintained: Name, address, date of birth, education, statement taken. Uses: Provide evidence/information for disciplinary action, inquests, court proceedings and civil litigation. Users: Investigation staff, senior ministry officials, Legal Services staff. Individuals in Bank: Employees and ministry clients. Retention and Disposal: Under review.

Legal Aid Files

Location: Local offices. Refer to the end of this chapter for addresses. Legal Authority: Legal Aid Act, R.S.O., 1990, c.L.9, s.16(2) and (3). Information Maintained: Name, Social Insurance Number, date of birth, legal aid assistance application, statement of personal and financial data, consent to inspect assets, monthly living expenses, reasons for application, eligibility decision, related correspondence. Uses: Determine eligibility for legal aid. Users: Legal aid assessment officer. Individuals in Bank: Individuals requesting financial assistance to retain a solicitor. Retention and Disposal: Five years, then destroyed; select files to archives.

Licensees - Individual or Non-Profit Private Adoption Placement Agencies

Location: Operational Coordination Branch. Refer to the end of this chapter for addresses. Legal Authority: Child and Family Services Act, R.S.O., 1990, c.11. Information Maintained: Name, address, knowledge of pertinent legislation, ability to meet licensing requirements, related correspondence. Uses: Approve or renew licence. Users: Adoption Officer. Individuals in

Bank: Individuals or non-profit agencies applying for licence to place children for private adoption. Retention and Disposal: Five years after agency closes, then destroyed; select files to archives.

Monthly Foster Homes Report and Summary

Location: Probation Offices. Refer to the end of this chapter for addresses. Legal Authority: Child and Family Services Act, R.S.O., 1990, c.C.11, s.92. Information Maintained: Name, court file number, placement name and address, number of days in care, cost per day, total monthly cost, amount of payment. Uses: Make monthly payments to foster and group homes. Users: Probation supervisor, financial officer. Individuals in Bank: Young persons on probation, in custody or ward placements funded by the ministry. Retention and Disposal: Three years, then destroyed.

Narcotic and Controlled-Drug Records

Location: Facilities for the developmentally handicapped, children's mental health centres, and secure custody facilities. Refer to the end of this chapter for addresses. Legal Authority: Narcotic Control Act, R.S.C. 1985, c.N-1. Information Maintained: Name of drug, amount prescribed, date filled, client's name, original prescription number. Uses: Monitor and verify use of controlled drugs; record each transaction; maintain an inventory of drug stock. Users: Facility/centre pharmacists, narcotics control inspector (Health and Welfare, Canada). Individuals in Bank: Facility/centre clients prescribed controlled drugs. Retention and Disposal: Three years, then transferred to archives.

Northern Bursary Program

Location: Northern Region Office. Refer to the end of this chapter for addresses. Legal Authority: Ministry of Community and Social Services Act, R.S.O., 1990, c.M.20. Information Maintained: Name, address, date of birth, Social Insurance Number, education, employment history, reference names, financial (bursary dollars) information. Uses: Record availability for employment after participating in Northern Bursary Program. Users: Regional Director, Human Resources managers, area ISNC coordinators, district program supervisors, area and district managers. Individuals in Bank: Participants in the Northern Bursary Program. Retention and Disposal: Two years after closure, seven years in the Ontario government records centre, then destroyed; select files to archives.

Order in Council Applications

Location: Area or local offices. Refer to the end of this chapter for addresses. Legal Authority: Ministry of Community and Social Services Act, R.S.O., 1990, c.M.20, s.6. Information Maintained: Name, age, medical information, social history, income, documentation supporting employment, related correspondence. Uses: Determine eligibility for Order in Council applications. Users: Minister, senior management, program supervisors - income maintenance, attendant care planning coordinators. Individuals in Bank: Applicants for Orders in Council. Retention and Disposal: Five years after eligibility, then destroyed; select files to archives.

Overpayment Recovery and Follow-Up System

Location: Area and Local offices. Refer to the end of this chapter for addresses. Legal Authority: Family Benefits Act, R.S.O., 1990, c.F.2, s.17. Information Maintained: Name, file number, date of birth, Social Insurance Number, address, type of overpayment recovery, trustee's name and address, collectable monthly instalment type and amount, uncollectible type and amount. Uses: Maintain information on overpayments; recover overpayments. Users: Income Maintenance support staff. Individuals in Bank: Clients no longer receiving financial assistance under income maintenance programs and to whom overpayments have been made. Retention and Disposal: Various, but not less than seven years, subject to federal audit.

Parental Support Case Files

Location: Local offices. Refer to the end of this chapter for addresses. Legal Authority: Family Benefits Act, R.S.O., 1990, c.F.2, s.7 and s.8. Information Maintained: Client's name, address, date of birth, sex, names of dependant children, spouse's/putative father's name, address, age, employment, financial information, marital status, details of court orders/agreements for support. Uses: Procure support payments for recipients. Users: Parental support workers, income maintenance supervisor. Individuals in Bank: Applicants for and recipients of social assistance. Retention and Disposal: Five years, then destroyed.

Senior Citizens Home-Support Survey

Location: Southeast Regional Office. Refer to the end of this chapter for addresses. Legal Authority: Ministry of Community and Social Services Act, R.S.O., 1990, c.M.20, s.6. Information Maintained: Name, address, telephone number, age, sex, country of origin, living arrangements, income, income satisfaction, social

service(s) used, number of family members living nearby. Uses: Research use of home-support services for seniors and planning purposes. Users: Regional planning manager, planning officers. Individuals in Bank: Persons over age 65 currently using home-support services funded by the ministry. Retention and Disposal: Five years, then destroyed.

Serious Occurrences Records/Reports

Location: Regional and area offices. Refer to the end of this chapter for addresses. Legal Authority: Ministry of Community and Social Services Act, R.S.O., 1990, c.M.20, s.6. Information Maintained: Name, date of birth, type of serious occurrence, date, time, place and details of occurrence, action taken, current situation, person(s) notified, further actions proposed, related data. Uses: Document and ensure appropriate action on serious occurrences. Users: Regional director, Investigation Unit staff, program supervisors, agency staff. Individuals in Bank: Clients and staff involved in serious occurrences. Retention and Disposal: Six years, then destroyed; select files to archives.

Social Services Employment Opportunities Information System

Location: Regional and area offices. Refer to the end of this chapter for addresses. Legal Authority: Ministry of Community and Social Services Act, R.S.O., 1990, c.M.20, s.6. Information Maintained: Name, address, eligibility for program, date of birth, salary information, reason for employment/termination, program of employment, place of employment, annual/fiscal salary cost. Uses: Monitor program. Users: Program managers, Employment Liaison officers. Individuals in Bank: Job placement program clients. Retention and Disposal: Six years, then destroyed.

Social Workers Approved to Do Home Studies

Location: Operational Coordination Branch. Refer to the end of this chapter for addresses. Legal Authority: Child and Family Services Act, R.S.O., 1990, c.11, Part VII. Information Maintained: Name, address, experience with adoptions, references, letter of approval, related correspondence. Uses: Approve or renew approval. Users: Adoption officer. Individuals in Bank: Social workers applying for contracts/approval to do home studies for adoption. Retention and Disposal: One year after contract rescinded, then destroyed.

Sole Support Mothers Program - Case Files

Location: Toronto Area Office. Refer to the end of this chapter for addresses. Legal Authority: Ministry of

Community and Social Services Act, R.S.O., 1990, c.M.20. Information Maintained: Name, address, Social Insurance Number, date of birth, type of social assistance payment, employment history, education, types of programs enrolled in, barriers to employment, assessments, client's plan of action. Uses: Determine eligibility of client to participate in the program; facilitate vocational counselling; plan, evaluate and monitor the program. Users: Sole Support Mothers Program staff and authorized Metro Employment Support Initiatives Counsellor. Individuals in Bank: Sole support parents. Retention and Disposal: Under review.

Special Services at Home - Program Data

Location: Area offices and facilities. Refer to the end of this chapter for addresses. Legal Authority: Child and Family Services Act, R.S.O., 1990, c.11; Ministry of Community and Social Services Act, R.S.O., 1990, c.M.20, s.6. Information Maintained: Name, date of birth, sex, disability, services requested, approved and cost of services. Uses: Plan and monitor program. Users: Program supervisors, planning officers. Individuals in Bank: Recipients of special services through the Barrie and Mississauga area offices. Retention and Disposal: Seven years from date of termination of service, then destroyed.

Sponsoring Families - Unaccompanied Refugee Minors (Southeast Asia)

Location: Operational Coordination Branch. Refer to the end of this chapter for addresses. Legal Authority: Ministry of Community and Social Services, 1979, pursuant to the Ministry of Community and Social Services Act, R.S.O., 1990, c.M.20, s.6. Information Maintained: Sponsoring family's name, address, occupation, dates and places of birth of family members, family medical reports, number of siblings, parents' marital status, home study, report to Employment and Immigration Canada, guardianship order, progress, supervision reports, annual monitoring reports from Employment and Immigration Canada, related correspondence. Uses: Determine suitability of sponsoring family; monitor placements. Users: Adoption Unit staff, Employment and Immigration Canada social workers. Individuals in Bank: Applicant families, refugee minors to be placed in Ontario through this program. Retention and Disposal: Under review.

Summer Employment Experience (SEE) Program and Fall-Winter Part-Time Program

Location: Area offices. Refer to the end of this chapter for addresses. Legal Authority: Ministry of Community and Social Services Act, R.S.O., 1990, c.M.20, s.6. Information Maintained: Parents' eligibility for family benefits and general welfare assistance, student information, employment termination records containing student's name, address, telephone number, date of birth, salary information, reasons for employment termination. Uses: Determine student's eligibility; calculate salary grants; compile statistics. Users: Employment liaison officer, employers, youth employment centre counsellors, and Employment Opportunity Project staff. Individuals in Bank: Dependents of parents receiving general welfare assistance or family benefits, students receiving assistance, wards of the Children's Aid Society, the Catholic Children's Aid Society, or Jewish Family and Child Services. Retention and Disposal: Two years, then destroyed.

Unusually Difficult Service Situation Case Files

Location: Area offices. Refer to the end of this chapter for addresses. Legal Authority: Child and Family Services Act, R.S.O., 1990, c.11; Ministry of Community and Social Services Act, R.S.O., 1990, c.M.20, s.6. Information Maintained: Name, address, date of birth, sex, medical, psychiatric, psychological and child welfare information, data on parents, placement history. Uses: Find resources for child; determine eligibility for funding; compile information to plan for service needs. Users: Program supervisors, financial and planning staff. Individuals in Bank: Children with unique or difficult service situations. Retention and Disposal: Five years after 18th birthday, then destroyed; select files to archives.

Vocational Rehabilitation Services (VRS) Case Files

Location: Local offices and Vocational Rehabilitation. Refer to the end of this chapter for addresses. Legal Authority: Vocational Rehabilitation Services Act, R.S.O., 1990, c.V.5. Information Maintained: Name, address, age, Social Insurance Number, record of approval number, family status, education, medical, psychiatric, psychological and employment history, correspondence and reports concerning client services purchased by the ministry. Uses: Determine client's needs and progress towards rehabilitation; record services provided for future review and approval for federal cost-sharing programs. Users: Vocational Rehabilitation for Disabled Persons provincial

coordinator and VRS staff, area managers, Health and Welfare Canada cost-sharing program staff. Individuals in Bank: Applicants for and recipients of vocational rehabilitation services. Retention and Disposal: Five years after case closed, then destroyed; select files to archives.

Volunteer Programs - Personnel Files

Location: Area offices, local offices, district office in the North, facilities and probation offices located throughout the province. Refer to the end of this chapter for addresses. Legal Authority: Ministry of Community and Social Services Act, R.S.O., 1990, c.M.20, s.6.

Information Maintained: Name, address, telephone number, age, sex, marital or family status, references, police check, performance appraisals, assignment agreements and related documentation. Uses: Establish a volunteer program for ministry clients; monitor volunteers' progress and effectiveness. Users: Supervisors, coordinators and program supervisors. Individuals in Bank: Accredited volunteers. Retention and Disposal: One year after termination as volunteer, then destroyed; select files to archives.

Wage Policy Pilot Project

Location: Community Services Branch, Thunder Bay, North Bay and London area offices. Refer to the list at the end of this chapter for addresses. Legal Authority: Ministry of Community and Social Services Act, R.S.O., 1990, c.M.20, s.6. Information Maintained: Surname and initial, gender, date of birth, income source, type of activity, hours in each activity, hourly income rate, monthly earnings, pay category, minimum wage equivalent, gross pay, net pay, social assistance payment and supplementary payment. Uses: Record eligibility; determine rate of social assistance payments and/or supplementary payments; analyze financial impact of policy. Users: Income Maintenance Branch, Income Maintenance officers and supervisors, Community Services Branch, Financial Planning and Corporate Analysis Branch and Designated Service Providers, Wage Policy coordinators and clerks, area managers and District Service managers. Individuals in Bank: Disabled persons participating in pilot wage policy projects. Retention and Disposal: Not determined.

Young Offenders' Case Files

Location: Custody facilities, observation and detention facilities, area offices and probation offices throughout the province. Refer to the end of this chapter for addresses. Legal Authority: Young Offenders' Act, R.S.C. 1985, c.Y-1, c.110, s.43; Child and Family

Services Act, R.S.O., 1990, c.11, Part IV. Information Maintained: Name, date of birth, data on parents, guardianship status, education, medical and behavioral information, financial information, criminal offences, admission and discharge documents, case supervision and related correspondence. Uses: Provide case management information; administer disposition. Users: Probation officers, custody facility staff, program supervisors, and Ministry of Correctional Services program staff. Individuals in Bank: Young offenders and youths awaiting court appearance. Retention and Disposal: Not determined.

Young Offenders Facility - Case Files

Location: Project DARE (Development through Adventure, Responsibility and Education). Refer to the end of this chapter for addresses. Legal Authority: Young Offenders' Act, R.S.C. 1985, c.Y-1, c.110, s.24; Child and Family Services Act, R.S.O., 1990, c.11, Part IV. Information Maintained: Name, date of birth, sex, medical and psychological data and reports, parents' names and address, agreement between parents and agency/ministry, related correspondence and data. Uses: Define eligibility for programming; maintain record of progress. Users: Program managers and supervisors. Individuals in Bank: Clients referred to residential programs. Retention and Disposal: Under review.

Young Offenders Facility - Working Files

Location: Project D.A.R.E. (Development through Adventure, Responsibility and Education). Refer to the end of this chapter for addresses. Legal Authority: Young Offenders' Act, R.S.C. 1985, c.Y-1, c.110, s.24; Child and Family Services Act, R.S.O., 1990, c.11, Part IV. Information Maintained: Name, date of birth, sex, medical and psychological data and reports, parents' names and address, agreement between parents and agency/ministry, related correspondence and data. Uses: Define eligibility for programming; maintain record of progress. Users: Program managers and supervisors. Individuals in Bank: Clients referred to residential programs. Retention and Disposal: Current year plus five years, then destroyed. These are duplicates of the Young Offender Facility Case Files, which remain in the originating facility.

Communications and Marketing Branch

The branch informs the public, client groups, media and ministry staff about ministry programs and services; consults with staff on communications planning, media liaison and training; answers public inquiries; and produces publications, news releases and audiovisual

materials. Provides senior staff with news information, briefing notes, media monitoring and speech editing services; and coordinates correspondence.

General Classes or Types of Records

Contain information concerning internal and external communications functions. Also contain general administrative records as described in Chapter II of this directory.

Personal Information Banks

Correspondence Files

Location: Communications and Marketing Branch. Refer to the end of this chapter for addresses. Legal Authority: Ministry of Community and Social Services Act, R.S.O., 1990, c.M.20. Information Maintained: Correspondence. Uses: To maintain a record of correspondence. Users: Staff of the Communications and Marketing Branch. Individuals in Bank: People who have written to the Minister, Deputy Minister, or their designates. Retention and Disposal: Five years, then destroyed.

Legal Services Branch

The branch provides legal services to the Minister, Deputy Minister, and ministry staff; represents the ministry before courts and administrative tribunals; provides legal opinions; and prepares draft legislation, regulations, Orders in Council, agreements and other legal documents.

General Classes or Types of Records

Contain information on legislation concerning the ministry and on advice provided to program and support branches.

Federal-Provincial Cost-Sharing Agreements
Ministerial Approval of Corporations and Institutions
Ministry Program Agreements

Personal Information Banks

The following common personal information bank as described in Chapter II of this directory is maintained.

Litigation Files

Strategic Directions Division

The division provides the ministry with long-term planning, research, and corporate policy and is responsible for Aboriginal issues, self-government negotiations, inter-governmental relations, international and broader public sector liaison. The division provides

strategic leadership to the Estimates process, and is responsible for strategic policy on various corporate issues such as accountability, prevention and alternative funding mechanisms.

General Classes or Types of Records

Contain information on the ministry's strategic planning process and federal-provincial and provincial-municipal arrangements.

Research and Program Evaluation Studies - Annual Inventory
Research Projects
Vocational Rehabilitation of Disabled Persons - Cost Sharing

Personal Information Banks

None

Affiliated Agencies

Child and Family Services Review Board

2 Bloor Street West
24th Floor
Toronto, Ontario
M7A 1E9
Telephone: (416) 327-4670

The board provides an appeal mechanism under the Child and Family Services Act (CFSA) and the Day Nurseries Act. The board makes specific decisions on recommendations by the Residential Placement Advisory Committee (RPAC); refusals of placement by private adoption licensees; refusals, revocations or non-renewals of children's residential, adoption or day nurseries licences; refusals of adoption disclosure; refusals of children to stay in secure treatment on short-term/emergency stay. The board operates independently.

General Classes or Types of Records

Contain information on the board's activities. Also contain general administrative records as described in Chapter II of this directory.

Personal Information Banks

All payments to board members are made by the Ministry of Community and Social Services pursuant to Orders in Council. Information related to these payments is maintained by the ministry. Also contain information on cases brought before the board.

Placement Review Files

Location: Child and Family Services Review Board.

Refer to the end of this chapter for addresses. Legal

Authority: Child and Family Services Act, R.S.O., 1990,

c.11. Information Maintained: Name, address residential

placement, reason for appeal, notice of hearing, related

correspondence and reports, board's decision, transcripts

of hearings. Uses: Review requests; make decisions.

Users: Board members, staff. Individuals in Bank:

Children and licensees on whose behalf appeals have

been made. Retention and Disposal: Ten years after

decision handed down, then destroyed; select files to

archives.

Custody Review Board

2 Bloor Street West

24th floor

Toronto, Ontario

M7A 1E9

Telephone: (416) 327-4670

The board reviews placements and may hold hearings at the request of young persons in custody. The board operates jointly with the Ministry of Correctional Services. The board operates independently.

General Classes or Types of Records

Contain information on the board's activities. Also contain general administrative records as described in Chapter II of this directory.

Personal Information Banks

All payments to board members are made by the Ministry of Community and Social Services pursuant to Orders in Council. Information related to these payments is maintained by the ministry. Also contain information on cases brought before the board.

Custody Review Files

Location: Custody Review Board. Refer to the end of

this chapter for addresses. Legal Authority: Child and

Family Services Act, R.S.O., 1990, c.11, Part IV;

Ministry of Community and Social Services Act, R.S.O.,

1990, c.M.20. Information Maintained: Name, date of

birth, current placement, type of custody to be reviewed,

reasons for request, notice of hearing, related

correspondence, board's recommendations. Uses: Review

requests; make recommendations. Users: Board

members, staff. Individuals in Bank: Young offenders

applying to the board. Retention and Disposal: Ten years after decision handed down, then destroyed; select files to archives.

Medical Advisory Board

The board is responsible for reviewing applications for family benefits assistance from a medical point of view.

Recommendations are made by local doctors (medical adjudicators) consulting with area offices.

General Classes or Types of Records

Contain information on the board's activities. Also contain general administrative records as described in Chapter II of this directory.

Personal Information Banks

All payments to board members are made by the Ministry of Community and Social Services pursuant to Orders In Council. Information related to these payments is maintained by the ministry. On completion of the board's review, applications for review and related recommendations are forwarded to the appropriate office for retention in the appropriate case files.

Social Assistance Review Board (SARB)

The board rules on appeals of decisions made by provincial and municipal governments concerning family benefits, general welfare assistance and vocational rehabilitation services. The board operates independently of provincial and municipal social service departments.

General Classes or Types of Records

Contain information on the board's activities. Also contain general administrative records as described in Chapter II of this directory.

Personal Information Banks

Contain information relating to appeals brought before the board.

Social Assistance Appeal Case Files

Location: Social Assistance Review Board. Refer to the

end of this chapter for addresses. Legal Authority:

Ministry of Community and Social Services Act, R.S.O.,

1990, c.M.20, s.11. Information Maintained: Notice of

request for hearing, applicant's name, address, reason(s)

for request, board's written notice of decision,

application for reconsideration of the decision, related

documentation. Uses: Conduct an appeal; issue notice of

decision; prepare for divisional court appeals; compile

annual statistical reports. Users: Board members and

staff. Individuals in Bank: Applicants for social

assistance review hearings. Retention and Disposal: Original decisions - five years after case closed, then transferred to archives; case files - four years after case closed, then destroyed.

Soldiers' Aid Commission of Ontario

The commission provides emergency assistance to eligible war veterans and their dependants.

General Classes or Types of Records

Contain information on the board's activities. Also contain general administrative records as described in Chapter II of this directory.

Personal Information Banks

Contain information on cases brought before the commission.

Soldiers' Aid Commission Grant List

Location: Soldiers' Aid Commission. Refer to the end of this chapter for addresses. Legal Authority: Soldiers' Aid Commission Act, S.O. 1970, c.83. Information Maintained: Veteran's name, address, service information, family size, financial data, amount of grant paid to veteran or dependant(s). Uses: Establish eligibility for grants. Users: Soldiers' Aid commissioners and commission staff. Individuals in Bank: Grant recipients. Retention and Disposal: Two years, then destroyed.

CONESTOGA COLLEGE OF APPLIED ARTS AND TECHNOLOGY

Head

Chair, Board of Governors
Conestoga College of Applied Arts and Technology
299 Doon Valley Drive
Kitchener, Ontario
N2G 4M4
Telephone: (519) 748-5220

Access

Freedom of Information and Privacy Coordinator
Conestoga College of Applied Arts and Technology
299 Doon Valley Drive
Kitchener, Ontario
N2G 4M4
Telephone: (519) 748-5220



A public reading room for the review of manuals and other information is open during regular office hours in the Employee Services Building, 299 Doon Valley Drive, Kitchener.

Mandate

Conestoga College provides full- and part-time diploma and certificate programs, vocational preparation studies, apprenticeship training, continuing education studies, and employer training and development. The college primarily serves the counties of Huron, Perth and Wellington, and the Regional Municipality of Waterloo.

Organization

The college is governed by a Board of Governors and administered by a President, the college's Chief Executive Officer. The College is organized under the President supported by the Vice President, Student Development and Human Resources, Vice President, Finance and Administrative Operations, five deans and the Director of Continuing Education. The college operates on five campuses and numerous other locations within the counties of Huron, Perth and Wellington, and the Regional Municipality of Waterloo.

Divisions

Board of Governors

The Board of Governors is responsible for establishing directions, policies and goals for the college, and evaluating college operations and effectiveness. The

board has six standing committees: Executive, Finance and Audit, Human Resources, Program Advisory/Student Services, Property and Plant, and Operational Review Committees.

General Classes or Types of Records

Contain information relating to the development of policy, the establishment of goals and objectives for the college and the general direction of college operations.

Bylaws

Minutes of Board and Standby Committees
Policies

Manuals

The College Policy Manual is issued to college management personnel. New Program Advisory Committee members from business and industry receive a program-specific orientation manual outlining the organization of committee activities, program information, and the duties and responsibilities of a member.

College Policy Manual

Orientation Manual for Members of Program Advisory Committees

Personal Information Banks

The following common personal information bank as described in Chapter II of this directory is maintained.

Board of Governors Membership

The President's Office

The President is Chief Executive Officer, appointed by the Board of Governors, with full authority to manage and direct the business and academic affairs of the college. Staff in the President's Office coordinate long-range planning, operational review, advisory committees, college archives, international education, freedom of information and fundraising.

General Classes or Types of Records

Contain information on corporate planning, general management of the college, annual reports to the minister, college council, advisory committees, operational review international education, freedom of information and fundraising.

Manuals

Issued to college management personnel and contain procedures for general administration, educational activities, human resources and standard organizational functions.

College Procedures

Program Advisory Committee Guidelines

Personal Information Banks

The following common personal information banks as described in Chapter II of this directory are maintained.

Freedom of Information and Protection of Privacy Act

Requests

Fundraising

Academic

The President is responsible for the academic affairs, including planning, development, delivery and evaluation, of full- and part-time programs and courses in the schools of College Access and Preparatory Studies, Applied Arts and Business, Centre for Continuing Education, Health Sciences, Trades and Apprenticeship, and Engineering Technology. Each school is administered by a dean and the Centre of Continuing Education by a director.

General Classes or Types of Records

Contain operational records common to community colleges as described in Chapter II of this directory, relating to the development and delivery of academic programs with the exception of advisory committee records.

Personal Information Banks

The following common personal information banks as described in Chapter II of this directory are maintained.

Co-op, Work Term, Final Job Placements (work term only)

Day Care Registrants

Faculty Workload Records (Standard Workload Form)

FUTURES Program Applicants and Participants

Ontario Basic Skills Program Trainees

Tests, Examinations and Assessments

Continuing Education

The Director, Centre for Continuing Education, reporting to the President, is responsible for academic affairs including planning, development, promotion, and evaluation of programs and courses for adult part-time learners. Activities occur at five college campuses and numerous community locations.

General Classes or Types of Records

Contain operational records common to community colleges as described in Chapter II of this directory, relating to the development and delivery of part-time academic programs and courses for adult part-time learners.

Manuals

Issued to staff and contain practices and procedures to support the delivery of part-time academic programs and courses for adult part-time learners.

Continuing Education On-Line Systems Manual
Continuing Education Policies and Procedures for Associate Faculty

Personal Information Banks

The following common personal information bank as described in Chapter II of this directory is maintained.

Tests, Examinations and Assessments

Training and Development

The Director, Training and Development, reporting to the Vice President, Finance and Administrative Operations, is responsible for academic affairs including planning, development, promotion, and evaluation of programs and courses for contract training and the administration of government-sponsored programs such as Ontario Skills, Ontario Skills Development Office, Trades Updating, Technicians and Technologists Skills Upgrading Program, Community Industrial Training Committees, Canada Employment Centres and jobsOntario. Activities occur at five college campuses, numerous community locations and in the workplace.

General Classes or Types of Records

Contain operational records common to community colleges as described in Chapter II of this directory, relating to the development and delivery of academic programs and courses, and the administration of government-sponsored programs such as Canada Employment Centre.

Manuals

Issued to staff and contain practices and procedures to support the delivery of programs and courses for government-sponsored programs.

Community Industrial Training Committee Operations Guidelines

Jobs Ontario Guidelines

Ontario Skills/Ontario Skills Development Office
Operational Plan
Technicians and Technologists Skills Upgrading
Guidelines
Trades Updating Guidelines
Training and Development Practices

Personal Information Banks

The following common personal information banks as described in Chapter II of this directory are maintained.

Students Applications
Student Registration - Client Applications
Tests, Examinations and Assessments

Student Development

The Vice President, Student Development and Human Resources is responsible for providing a variety of student services and community-related activities for the college. Included are the Registrar's Office, Co-operative Education and Placement Office, admissions and awards, admissions testing, counselling, student retention, peer services, financial aid, recreational services, special needs, student recruitment, information services, marketing and alumni affairs. The Vice-President is also responsible for the Human Resources function.

General Classes or Types of Records

Contain operational records common to community colleges as described in Chapter II of this directory, relating to enrolment, registration and student services.

Manuals

Issued to staff to support the functions of Student Development. They outline practices relating to students and information for students, and detail emergency and safety practices applicable to the Kenneth E. Hunter (Conestoga) Recreation Centre.

College Calendar
Conestoga Centre - Emergency Fire Safety Plan Manual
Conestoga Centre Practices Manual
Faculty/Student Handbook - Special Needs
Intramural Sports Practices Manual
Peer Helper Manual
Peer Tutoring Manual
Student Handbook
Student Practices Manual

Personal Information Banks

The following common personal information banks as described in Chapter II of this directory are maintained.

Admissions/Vocational Testing and Counselling
Co-op, Work Term, Final Job Placements (Final Job Placements only)
Graduate and Alumni Records
Ontario Student Assistance Program
Scholarships and Awards
Student Appeals (disciplinary, administrative, academic)
Student Applications
Student Athletics and Fitness Programs
Student Counselling
Student Registration and Academic History

Student Retention Program

Location: Vice-President, Student Development and Human Resources. Legal Authority: Ministry of Colleges and Universities Act, R.S.O. 1990, c.M.19. Information Maintained: Student demographics and academic outcomes. Uses: Planning of appropriate interventions for student success. Users: Consultants, faculty, Academic Chair. Individuals in Bank: Students. Retention and Disposal: Not determined.

Human Resources

The Director, Human Resources reporting to the Vice President, Student Development and Human Resources, is responsible for the college human resources plan which includes the coordination of staff recruitment, promotions, transfers and terminations, the maintenance of employee records, training and development, succession and career planning, the interpretation and implementation of the collective agreements, grievance procedures and pay equity, employment equity and occupational health and safety.

General Classes or Types of Records

Contain information relating to the management of human resources as described in Chapter II of this directory.

Manuals

Issued to college management staff and containing guidelines and practices relating to the management of human resources.

College Human Resources Information Manual.
Emergency and Safety Procedures
Health Services Procedures Manual

Personal Information Banks

The following common personal information banks as described in Chapter II of this directory are maintained.

Employment Equity Program
Employee Personnel, Payroll and Benefits Records
Health and Medical Records
Job Competitions and Applications
Ombudsman/Human Rights Commission
Professional Development
Union Grievance Files
Workers' Compensation

Finance and Administrative Operations

The Vice President, Finance and Administrative Operations is responsible for financial planning and services, accounting services, audit, material services, computer services, physical resources, and government-sponsored training and development. The Vice President is also Secretary-Treasurer of the Board of Governors.

General Classes or Types of Records

Contain general administrative and ancillary records as described in Chapter II of this directory, as well as capital funding requests and approvals, capital project files and Ontario College Information System.

Manuals

Issued to college management staff.

Budget Guidelines
Student Fees Schedule

Personal Information Banks

The following common personal information banks as described in Chapter II of this directory are maintained.

Parking Records
Payroll and Benefits Records

CONFEDERATION COLLEGE OF APPLIED ARTS AND TECHNOLOGY

Head

Chair, Board of Governors
Confederation College of Applied Arts and Technology
Golf Links Road
P.O. Box 398
Thunder Bay, Ontario
P7C 4W1
Telephone: (807) 475-6417

Access

Freedom of Information and Privacy Coordinator
Confederation College of Applied Arts and Technology
Golf Links Road
P.O. Box 398
Thunder Bay, Ontario
P7C 4W1
Telephone: (807) 475-6417



A public reading room for the review of manuals and other information is open during regular office hours in the Resource Centre located in the Shuniah Building at the College.

Mandate

Confederation College provides post-secondary, adult and continuing education and training in technology, applied arts, business, health sciences, and aboriginal studies directed to the vocational, social and cultural realities of northwestern Ontario.

Organization

The college is governed by a Board of Governors to which the President reports as Chief Executive Officer. The college is organized into seven divisions with campuses located in Thunder Bay, Kenora, Fort Frances, Dryden, Geraldton and Marathon.

Divisions

Board of Governors

The Board of Governors is comprised of Council of Regents appointees, municipal appointees and elected representatives of students and employees of the college. There are two major committees of the board: Academic Affairs and Administrative Affairs. The board establishes college goals and policies.

General Classes or Types of Records

Contain information relating to the development of policy, the establishment of goals and objectives, and the general direction of college operations.

Bylaws

Minutes of Board and Standing Committees
Policies

Personal Information Banks

The following common personal information bank as described in Chapter II of this directory is maintained.

Student Appeals (disciplinary, administrative, academic)

Office of the President

Reporting to the Board of Governors, the President is responsible for the overall management of the college. The following functions report directly to the President: Dean, Applied Arts and Health Sciences; Dean, Business; Dean, Technology and Trades; Dean, Community Educational Programs; Executive Dean, Aboriginal Studies; Director, Planning and Research; Executive Director, Finance and Administration; and Executive Director, Student Services and Human Resources.

General Classes or Types of Records

Contain information on the management of the college, and the provision of information on college affairs to the public.

Personal Information Banks

The following common personal information bank as described in Chapter II of this directory is maintained.

Board of Governors Membership

Academic Programs

The Dean, Applied Arts and Health Sciences; Dean, Business; Dean, Technology and Trades; Dean, Community Educational Programs; and Executive Dean, Aboriginal Studies are responsible for the development and delivery of academic programs and courses in their areas.

General Classes or Types of Records

Contain information on the operation of the Northwest Enterprise Centre, which delivers education aimed at assisting small business owners and starters. Also contain operational records common to community colleges as

described in Chapter II of this directory relating to the development and delivery of academic and international programs.

Northwest Enterprise Centre Project Files

Manuals

Describe academic rules, regulations, appeal procedures and provide instructions on course outline.

Academic Policies and Procedures Manual
Guidelines for Subject Outline Preparation

Personal Information Banks

The following common personal information banks as described in Chapter II of this directory are maintained.

Day Care Registrants
Dental Clinic Patients
FUTURES Program Applicants and Participants
Ontario Basic Skills Program Trainees
Ontario Training Incentive Program Trainees
Student Appeals (disciplinary, administrative, academic)
Teacher Workload Records (Standard Workload Form)
Tests, Examinations and Assessments

Also contain information on Northwest Enterprise Centre clients.

Northwest Enterprise Centre Client Files

Location: Northwest Enterprise Centre. Legal Authority: Ministry of Colleges and Universities Act, R.S.O. 1990, c.M.19. Information Maintained: Name, address, telephone number, business details of clients, progress reports. Uses: Documentation of client progress. Users: Program advisors. Individuals in Bank: Clients of programs offered by the Northwest Enterprise Centre. Retention and Disposal: Not determined.

Finance and Administration Division

The Executive Director, Finance and Administration is responsible for the financial management of the college and a variety of support services. The units that report to this position are the Internal Auditor; Director, Financial Services; Director, Computing and Information Services; Director Physical Resources; Director, Food Services, and Manager, Graphics/Printing.

General Classes or Types of Records

Contain operational records common to community colleges and general administration records as described in Chapter II of this directory.

Manuals

Issued to provide guidelines on operations, finance, personnel, property, plant, standing committees, emergency procedures and academic programs, policies and procedures.

Emergency Procedure Manual
Policy and Procedure Manual
Student Handbook

Personal Information Banks

The following common personal information bank as described in Chapter II of this directory is maintained.

Parking Records

Student Services and Human Resources Division

The Executive Director, Student Services and Human Resources is responsible for the human resource management of the college and provision of student services. The units that report to this position are Registrar; Director, Student Development; Director, Community Relations; Manager, Fitness and Health Services; Manager, Staff Training and Development; Director, Human Resources; and Director, Resource Centre.

General Classess or Types of Records

Contain information on staff training and conferences. Also contain operational and general administrative records as described in Chapter II of this directory.

Staff Training Workshop and Conference Files

Personal Information Banks

The following common personal information banks as described in Chapter II of this directory are maintained.

Co-op, Work Term, Final Job Placements
Employee Personnel, Payroll and Benefits Records
(payroll portion in Administration Division)
Freedom of Information and Protection of Privacy Act
Requests
Graduate and Alumni Records
Health and Medical Records

Confederation College (CONFED)

Job Competitions and Applications
Library Users List
Ombudsman/Human Rights Commission
Ontario Student Assistance Program
Professional Development Leave
Scholarships and Awards
Student Applications
Student Athletics and Fitness Programs
Student Counselling
Student Registration and Academic History
Vocational Testing and Counselling
Workers' Compensation

Also contain information on participation in the Non-Traditional Occupations Project.

Non-Traditional Occupations Project Client Files

Location: Student Development, Confederation College.

Legal Authority: Ministry of Colleges and Universities Act, R.S.O. 1990, c.M.19. Information Maintained:

Name, address, telephone number, test results, application forms, health forms. Uses: Longitudinal study of education and career choices of students. Users: Program evaluator. Individuals in Bank: Students participating in program. Retention and Disposal: Not determined.

MINISTRY OF CONSUMER AND COMMERCIAL RELATIONS

Head

Minister of Consumer and Commercial Relations
9th Floor, 555 Yonge Street
Toronto, Ontario
M7A 2H6
Telephone: (416) 326-8500

Access

Information and Privacy Coordinator
Ministry of Consumer and Commercial Relations
6th Floor, 10 Wellesley Street East
Toronto, Ontario
M7A 2H8
Telephone: (416) 326-8470
TDD: (416) 326-8555



A public reading room for the review of manuals and other information is open during regular office hours in the library on the first floor at 555 Yonge Street, Toronto.

Mandate

The purpose of the ministry is to inform, serve and protect the public, consumers and businesses and to encourage the maintenance of an honest and equitable marketplace. The ministry regulates a wide variety of businesses through licensing, registration, and inspection of technical and operational situations to ensure public safety; registration of documents related to all aspects of real and personal property ownership; collecting and disseminating information on individuals; maintenance of community standards in films shown in Ontario; and control of the use and availability of beverage alcohol.

Organization

Head office is in Toronto. The ministry comprises of five divisions: Business Practices, Corporate Services, Information Technology, Registration, and Technical Standards. The following agencies, boards and commissions are affiliated with the ministry: the Commercial Registration Appeal Tribunal, Liquor Control Board of Ontario, Liquor Licence Board of Ontario, Ontario Film Review Board, Ontario Racing Commission and the Operating Engineers Board of Review.

Divisions

Office of the Deputy Minister

Provides staff support to the Minister and the Deputy Minister.

General Classes or Types of Records

Contain information relating to administration, research, correspondence and cabinet submissions.

Personal Information Banks

The following common personal information bank as described in Chapter II of this directory is maintained.

Performance Management

Employment Equity Office

The office is responsible for the implementation of the ministry's employment equity program.

General Classes or Types of Records

Contain information relating to policies and administration of employment equity.

Personal Information Banks

The following common personal information bank as described in Chapter II of this directory is maintained.

Employment Equity Program

Legal Services Branch

Provides legal services to the ministry.

General Classes or Types of Records

Contain information relating to administration, legislation and Orders In Council.

Legal Opinions

Legislation, Regulations, Orders in Council

Notices of Appeal

Prosecutions and Hearings

Personal Information Banks

None

Policy and Planning Branch

Provides advice and analysis on policy development, strategic planning, program evaluation, economic analysis, research and emerging environmental trends.

General Classes or Types of Records

Contain information on policy development and research.

Cabinet Submissions
Research

Personal Information Banks
None

Business Practices Division

Consumer protection is the division's primary responsibility. Questionable business practices are investigated, consumer concerns are monitored and new legislation is recommended as necessary. The division comprises one administration section and three branches including several registration and licensing sections. Individuals and companies are registered by the division under several acts, with the power to refuse, revoke or suspend registration.

General Classes or Types of Records

Contain information on registration and regulation, reports, statistics, general administration, films, videos and advertising records and legislation.

Annual Provincial Conferences
Associations
Auto Manufacturers
Boxing
Builders, Building and/or Plot Plans
Charitable and Religious Organizations
Sentry System
Compliance Records and Reports
Consumer Complaints
Film Advertising (record cards, reports from other jurisdictions, reviews, film and videotape summary review reports, film and video industry correspondence)
Foreign Lands Under the Real Estate and Business Brokers Act
Historical Film Review Board Information
Inspection Assignments
Investigation Records and Reports
Kickboxing
Legal Opinions
Legislation and Policy Projects
Manpower Planning, Scheduling of Film Reviewers
Mobile Homes
Proposed Act Amendments
Sentry System
Studies on Pornography and Violence in Media
Tribunal Hearings
Wrestling

Manuals

Issued to division staff, the Athletic Commissioner's office employees and Entertainment Standards Branch staff to provide guidelines and procedures.

Business Practices Division - Policies and Procedures
Entertainment Standards Branch Procedures

Personal Information Banks

Contain information on individuals and businesses applying for or maintaining registration under various Acts, Ontario cemeteries, condominium corporate structures, projectionists, film and videotape distributors and retailers, projection equipment and theatres, and consumer correspondence and complaints.

Athletics Control Act - Licences

Location: Athletic Commissioner's Office. Legal Authority: Athletics Control Act, R.S.O. 1990, C.A.34, s.13. Information Maintained: Name, address, date of birth, citizenship, physical description, photographs, marital status, police record, employer, boxer's fight record, number of shows promoted by each promoter, income, revenue, officials' fees, general correspondence, letters of complaint, contracts, copies of cheques, recent medical information on boxers and kickboxers. Uses: Determine suitability of applicant to hold a licence; determine whether or not licence is in good standing; ensure licensee operates in accordance with act; investigation purposes. Users: Commissioner's staff. Individuals in Bank: Individuals and companies applying for licences (e.g., professional boxer, wrestler, kickboxer, manager, promoter, second, referee, official). Retention and Disposal: Not determined.

Bailiffs' Appointments

Location: Bailiffs Act Office. Legal Authority: Bailiffs Act, R.S.O. 1990, c.B.2, s.9. Information Maintained: Name, address, date of birth, employment history, financial information, criminal convictions, business involvement, citizenship, qualifications, sponsor, complaints, credit information, judgements, inspections. Uses: Record appointments; ensure fitness for registration. Users: Division staff. Individuals in Bank: Individuals or corporations appointed under act. Retention and Disposal: Five years after file becomes inactive, then destroyed.

Cemeteries Act - Records

Location: Cemeteries Act Regulation Office. Legal Authority: Cemeteries Act (revised), R.S.O. 1990, c.C.4 and Regulations. Information Maintained: Name, address, trust fund statements, building and/or plot plans

of known cemeteries in Ontario, cemetery complaints, tariff rate filings, by-laws, applications for new establishments and closures. Uses: Ensure compliance under the act; investigation purposes. Users: Division staff. Individuals in Bank: Cemetery officials, complainants. Retention and Disposal: Eighteen years, then transferred to archives.

Complaints - Investigation Records

Location: Consumer Services Branch. Legal Authority: Business Practices Act, R.S.O. 1990, c.B.18; Cemeteries Act (revised), R.S.O. 1990 c.C.4; Collection Agencies Act R.S.O. 1990, c.C.14; Condominium Act, R.S.O. 1990, c.C.26; Consumer Protection Act, R.S.O. 1990, c.C.31; Consumer Protection Bureau Act, R.S.O. 1990, c.C.32; Consumer Reporting Act, R.S.O. 1990, c.C.33; Discriminatory Business Practices Act, R.S.O. 1990, c.D.12; Motor Vehicle Dealers Act, R.S.O. 1990, c.M.42; Motor Vehicle Repair Act, R.S.O. 1990, c.M.43; Prepaid Services Act, R.S.O. 1990, c.P.22; Real Estate and Business Brokers Act, R.S.O. 1990, c.R.4; Travel Industry Act, R.S.O. 1990, c.T.19; Provincial Offences Act, R.S.O. 1990, c.P.33.

Information Maintained: Name, current and former addresses, date of birth, citizenship, marital status, physical description, police record, photographs, copies of documents, court briefs, computer printouts, information from confidential sources of current and completed investigations, prosecutions. Uses: Investigation and prosecution purposes; determine fitness for registration. Users: Ministries of Consumer and Commercial Relations, Financial Institutions, the Attorney General, and the Solicitor General, law enforcement agencies of the federal and other provincial governments. Individuals in Bank: Individuals and corporations subject to investigation. Retention and Disposal: Ten years, then destroyed.

Consumer Services Branch - Complaints

Location: Consumer Services Branch and regional Consumer Services Bureaus in Hamilton, London, Windsor, Peterborough, Sudbury, Thunder Bay and Ottawa. Legal Authority: Ministry of Consumer and Commercial Relations Act, R.S.O. 1990, c.M.21; Bailiffs Act, R.S.O. 1990, c.B.2; Business Practices Act, R.S.O. 1990, c.B.18; Collection Agencies Act, R.S.O. 1990, c.C.14. Condominium Act, R.S.O. 1990, c.C.26; Consumer Protection Bureau Act, R.S.O. 1990, c.C.32; Consumer Protection Act, R.S.O. 1990, c.C.31; Consumer Reporting Act, R.S.O. 1990, c.C.33; Motor Vehicle Dealers Act, R.S.O. 1990, c.M.42; Real Estate and Business Brokers Act, R.S.O. 1990, c.R.4;

Residential Complex Sales Representation Act, R.S.O. 1990, c.R.28; Travel Industry Act, R.S.O. 1990, c.T.19; Prepaid Services Act, R.S.O. 1990, c.P.22; Motor Vehicle Repair Act, R.S.O. 1990, c.M.43. Information Maintained: Name, address and telephone number of complainants and person/company against whom complaint is made, complaint information, notes and correspondence. Uses: Determine offences against the Act, advise complainants. Users: Division staff. Individuals in Bank: Individuals filing complaints with the Toronto Consumer Services Bureau and companies/vendors of goods and services. Retention and Disposal: Up to five years, then destroyed.

Consumers' Correspondence

Location: Theatres Section, Entertainment Standards Branch. Legal Authority: Theatres Act, R.S.O. 1990, c.T.6, s.3. Information Maintained: Name, address, correspondence. Uses: Maintain consumer correspondence concerning classification policy and decisions. Users: Theatres Section staff. Individuals in Bank: Consumers corresponding with Theatres Section. Retention and Disposal: Five years, then destroyed.

Entertainment Standards Branch - Investigation Records

Location: Entertainment Standards Branch. Legal Authority: Theatres Act, R.S.O. 1990, c. T.6; Athletics Control Act, R.S.O. 1990, c.C.34; Criminal Code of Canada. Information Maintained: Name, current and former addresses, date of birth, citizenship, marital status, physical description, police record, photographs, copies of documents, court briefs, computer printouts, information from confidential sources of current and completed investigations, prosecutions. Uses: Investigation and prosecution purposes; determine fitness for registration. Users: Ministries of Consumer and Commercial Relations, Financial Institutions, the Attorney General and the Solicitor General, law enforcement agencies of the federal and other provincial governments. Individuals in Bank: Individuals and corporations subject to investigation. Retention and Disposal: Ten years, then destroyed.

Licensee Compliance and Inspection Records

Location: Consumer Services Branch. Legal Authority: Collection Agencies Act, R.S.O. 1990, c.C.14, Consumer Protection Act, R.S.O. 1990, c.C.31, s.3; Consumer Reporting Act, R.S.O. 1990, c.C.33, s.2; Motor Vehicle Dealers Act, R.S.O. 1990, c.M.42, s.2; Real Estate and Business Brokers Act, R.S.O. c.R.4, s.2; Travel Industry Act R.S.O. 1990, c.T.19, s.2; Prepaid Services Act, R.S.O. 1990, c.P.22; Motor

Vehicle Repair Act R.S.O. 1990, c.M.24. Information Maintained: Name, business and home addresses, telephone number, business transactions, employees' names, details of general and trust accounts, general ledger, copies of documentation from registration files, inspection reports, copy of inspection assignment and inspection schedule of registrants, principal shareholders, directors, officers and employees of non-registered businesses. Uses: Ensure businesses comply with appropriate act; provide registrars with reference when processing registrations. Users: Division staff. Individuals in Bank: Principal shareholders, directors, officers, employees of non-registered businesses and registrants under acts administered by division. Retention and Disposal: Ten years, then destroyed.

Licences - Film Projectionists, Theatre Owners, Film Exchanges,

Theatres, Distributors and Retail Stores

Location: Licensing Section, Entertainment Standards Branch. Legal Authority: Theatres Act, R.S.O. 1990, c.T.6. Information Maintained: Name, address, photograph, examination results. Uses: Issue licences. Users: Theatres Section staff. Individuals in Bank: Film projectionists, theatre owners, distributors, exhibitors, retail store owners. Retention and Disposal: Five years after file becomes inactive, then destroyed.

Licences - Lotteries

Location: Licensing Section. Legal Authority: Criminal Code, R.S.C. 1970, c.C.34, s.206 and s.207; Order in Council 274/70, as amended, 2639/73. Information Maintained: Name, address, date of birth, telephone number, organization, licence number, lottery complaints, complainant's name, address, municipality, subject of complaint, licence number, resolution. Uses: Determine whether or not organizations and individuals are licensed; ensure licensee operates according to terms and conditions of the licence; calculate fees and refunds to municipalities. Users: Division staff. Individuals in Bank: Individuals and organizations applying for or in possession of a lottery or bingo licence. Retention and Disposal: Ten years, then destroyed.

Registrations - Paperback and Periodical Distributors

Location: Paperback and Periodical Distributors Act Office. Legal Authority: Paperback and Periodical Distributors Act, R.S.O. 1990, c.P.1. Information Maintained: Name, address, date of birth, employment history, financial history, criminal record, business involvement, citizenship, qualifications, sponsor, credit information, judgements, inspections. Uses: Ensure applicants meet requirements for registration; record

registration status. Users: Division staff. Individuals in Bank: Registered distributors, individuals and corporations applying for, maintaining or denied registration. Retention and Disposal: Five years after file becomes inactive, then destroyed.

Sentry System

Location: Business Regulation Branch. Legal Authority: Thirty-three licensing statutes administered by the Ministry of Consumer and Commercial Relations provide authority for this bank. For specific information about the legal authority for particular collections, refer requests to the Freedom of Information and Privacy Coordinator. Information Maintained: Name, address, date of birth, employment, financial history, criminal offences (if disclosed), principal shareholders, directors, officers, business involvement, citizenship, qualifications, education and sponsor, administrative actions (proposals, registrar cease and desist orders). Uses: Determine fitness for registration under appropriate act; investigation purposes under above statutes. Users: Business Practices Division staff, Ministry of Financial Institutions, Ontario Securities Commission, and the Motor Vehicle and Travel Industry Compensation Funds. Individuals in Bank: Businesses, officers, directors, shareholders, itinerant sellers and employees in consumer reporting and collection agencies, motor vehicle dealerships, real estate and business brokerages, travel agencies and travel wholesalers; individuals and companies seeking registration; non-registrants; user staff. Retention and Disposal: Not determined.

Corporate Services Division

Provides corporate and control services to the ministry and its agencies. The Communications Services Branch provides consumer information and education. The division comprises, Communications Services, Finance and Administrative Services Branch, French Language Services, Human Resources Branch, Internal Audit and Operational Review Branch, and the Freedom of Information and Protection of Privacy Office.

General Classes or Types of Records

Contain general administration records as described in Chapter II of this directory.

Manuals

Issued to provide guidelines on office procedures, administration, and financial management.

Freedom of Information and Protection of Privacy Procedures Manual

Personal Information Banks

The following common personal information banks as described in Chapter II of this directory are maintained.

Career Planning/Training
 Central Attendance Recording System (CARS)
 Employment Application Inventory
 Employment Equity Program
 Freedom of Information and Protection of Privacy Act Requests
 General Employment History and Payroll Information
 Grievances and Applications
 Identity/Employee Cards
 Integrated Payroll, Personnel and Employee Benefits System (IPPEBS)
 Job Competitions
 Medical Information (Personnel)
 Ombudsman/Human Rights Commission
 Parking Records
 Performance Management
 Travel/Expense Accounts
 Workers' Compensation

Information Technology Division

The division develops and supports corporate administrative policies, strategies and plans to encourage effective use of information technology. It coordinates the management of corporate information to ensure effective and efficient use of information and to ensure protection against loss or destruction. The division also provides computer systems development services, information systems support services and facilities to the Ministry of Consumer and Commercial Relations and the Ministry of Financial Institutions, including advice and consultation on information technology issues.

General Classes or Types of Records

Contain background material on technical strategies, standards and policies and information on the ministry's technical initiatives.

Application Feasibility Studies
 Application Submissions and Reports
 Corporate Technology Plans, Policies, Standards and Guidelines
 Information Management Reports
 Information Systems - Documentation
 Project Plans and Status Reports
 Requests for Proposals, Tenders and Contracts

Personal Information Banks

None

Registration Division

The division registers real property interests and personal property security interests, incorporations, sole proprietorships, partnerships, assumed corporate names, births, deaths, marriages, divorces, adoptions and name changes. It comprises, Assistant Deputy Minister's Office, Real Property Registration\Land Related Information Systems, Legal Services (Registration Division Section), Personal Property Registration, Companies, Registrar General Branches, and the Strategic Alliance Liaison Office.

General Classes or Types of Records

Contain information on administration, legislation and reports.

Companies Branch - Corporate Records, Registers, Registrations of Sole Proprietorships, Partnerships and Business Names, Security Rolls of Documents Filed or Registered

Personal Property Registration Notices, Reports, Legislation and Regulations, Corporation Securities Documents

Legal Services (Registration Division Section) - Property Law Committee Meetings, Legal Audit Reports and Interpretations, Statutes and Regulations

Real Property Registration Branch - Records, Reports, Automated Index and Retrieval System Documentation, Automated Mapping and Titles Indexing System, Condominium Declarations and Descriptions

Registrar General Branch - Legislation and Regulations, Revenue Reports, Proposals, Statistics

Strategic Alliance Liaison Office - records of the establishment of the Strategic Alliance Liaison Office including the establishment of Teranet.

Manuals

Issued to Companies Branch staff and users.

Companies Branch - Directives

Deposit Account Guide

Incorporator's Handbook

Issued to Personal Property Registration Branch staff and users.

Motor Vehicle Enquiry Guide

Not For Profit Incorporator's Handbook

Personal Property Security Registration and Enquiry Guide

Personal Property Security Registration System - A Consumer Guide

Personal Property Registration System - Deposit Accounting System

Personal Property Registration System - Guide to the Registration Guide
Repair and Storage Lien Act

Issued to Legal Services Branch (Registration Division Section) staff, Real Property Registration Branch staff, county law associations, Canadian Bar Association - Ontario Real Property Section. User's guides available to lawyers and other users.

Land Titles Procedural Guide
Property Law Bulletins

Issued to Real Property Registration Branch and Land Related Information Systems staff and users.

Boundaries Act Procedural Guide for Users
Certification of Titles - Application Procedural Guide for Users

Document Users Guides - English and French
Land Titles Abstracting Guidelines
Land Titles Conversion Pilot Project - November 1989
Land Titles Conversion Procedural Guide
Land Titles Procedural Guide
Property Law Bulletins
Property Mapping Procedural Guide
Registry Office Abstracting Guidelines
Standard Charge Terms - Annual Edition
Title Examiner's Procedural Guide

Issued to Registrar General Branch staff, divisional registrars, issuers, clergy, hospitals, coroners, funeral directors and physicians.

Death Registration Guidelines
Division Registrar's Manual
Information System Procedures
Internal Operating Procedures
Marriage Handbook

Personal Information Banks

The following common personal information banks as described in Chapter II of this directory are maintained.

Career Planning/Training
Performance Management

Also contain information relating to births, deaths, marriages, stillbirths, parentage, adoptions, divorces and name changes.

Vital Statistics

Location: Registrar General Branch. Legal Authority: Marriage Act, R.S.O. 1990, c.M.3; Vital Statistics Act, R.S.O. 1990, c.V.4.; Change of Name R.S.O. 1990, c.C.7. Information Maintained: Names (including former names), place of residence, length of residence, mailing address, date and place of the event, registration date and number, sex, race, marital history, family history, citizenship, education, financial history, religion, Social Insurance Number, OHIP Number, occupation, medical information, information pertaining to court proceedings and criminal convictions, information pertaining to death, oaths of secrecy. Uses: Register and record Ontario births, deaths, marriages, persons authorized to solemnize marriage, stillbirths, adoptions, divorces, name changes, record corrections, amendments, sex changes, court orders regarding parentage and file statutory declarations of parentage; compile, publish, and distribute statistics; provide certified copies, extracts, certificates, search notices, photocopies; research, medical, law enforcement, adoption and adoption disclosure purposes. Users: Branch staff, Division Registrars, and other users as permitted under the Marriage Act, the Change of Name Act, the Vital Statistics Act or section 67 of Regulation 942, R.R.O. 1980. Individuals in Bank: Persons born, married, authorized to solemnize marriage, divorced, deceased, stillborn, adopted, baptised, changing their name or sex, or declaring parentage in Ontario. Retention and Disposal: As per retention and disposal schedules.

Technical Standards Division

The division is responsible for ensuring public safety related to elevating devices, amusement devices, pressure vessels, power plants, compressor and refrigeration plants, hydrocarbon fuels and upholstered and stuffed articles. It regulates businesses and individuals engaged in the manufacture, supply, installation, operation, maintenance and/or use of goods, services or devices related to these areas.

General Classes or Types of Records

Contain information on administration, audit and inspection reports, and operational statistics.

Bulletins and information letters, brochures
Certifications, applications (boiler and pressure vessel manufacturers)
Directors' rulings
Legislation and policy records
Licences/permits, applications (business owners of amusement devices, elevating devices, changes of owner

or licensee, copies of elevating device licences, gasoline and propane facilities and transporters, fuel transmission and distribution pipelines)
 Minutes of meeting (including Technical Advisory Committee)
 Operating statistics, financial reports
 Product information
 Registrations, applications
 (operating plants, boilers and pressure vessels; elevating device designs, amusement devices technical dossiers, elevating device owners and general contractors, contractors under the Energy Act, contractors under the Gasoline Handling Act, underground fuel storage tanks; upholstered and stuffed articles manufacturers and home hobbyists.)
 Reports, records (boiler and pressure vessel manufacture data; inspections; audits; incidents and occurrences; complaints; investigations; enforcement)

Manuals

Issued to inspectors and Pressure Vessels Safety Branch staff.

Inspectors Manual
 Welding Procedures

Issued to inspectors and Fuels Safety Branch staff:

Procedures Manual

Personal Information Banks

Contain information on certification of individuals in technical trades regulated by the division.

Certificates of Competency - Boilers and Pressure Vessels

Location: Pressure Vessels Safety Branch. Legal Authority: Boilers and Pressure Vessels Act, R.S.O. 1990, c.B.9. Information Maintained: Name, address, certificate number, issue and renewal dates, technical education, experience. Uses: Provide record of certificate holders. Users: Branch staff, insurance companies. Individuals in Bank: Holders of Boilers and Pressure Vessels Inspection Certificates of Competency. Retention and Disposal: Until certificate-holder's death, then destroyed.

Certification of Qualification - Operating Engineers

Location: Pressure Vessels Safety Branch. Legal Authority: Operating Engineers Act, R.S.O. 1990, c.O.42. Information Maintained: Name, address, classification, date of birth, qualifying work experience,

offences under the act, certificate number, issue and renewal dates. Uses: Provide record of certified operating engineers. Users: Branch staff, plant owners. Individuals in Bank: Holders of Certificate of Qualification, Operating Engineers Act, Boilers and Pressure Vessels Inspection Certificate of Competency. Retention and Disposal: Until certified operating engineer's death, then destroyed.

Natural Gas and Propane Fitters and Handlers, Oil Burner Mechanics and Pipeline Inspectors - Applications
Location: Fuels Safety Branch. Legal Authority: Energy Act, R.S.O. 1990, c.E.16. Information Maintained: Name, address, date of birth, certificate category and number, payment, issue and expiry dates. Uses: Certify or upgrade certificate-holders; determine renewal payments. Users: Division staff. Individuals in Bank: Natural gas and propane fitters and handlers, oil burner mechanics, pipeline inspectors. Retention and Disposal: Retained three years following cancellation of certificate, then destroyed.

Welders - Performance Tests

Location: Pressure Vessels Safety Branch. Legal Authority: Boilers and Pressure Vessels Act, R.S.O. 1990, c.B.9; as amended, S.O. 1983, c.33, s.36, c.72, s.22. Information Maintained: Name, address, employer's name and address, test details, expiry date of identification card. Uses: Provide record of tested welders. Users: Branch staff. Individuals in Bank: Skilled pressure-part welders. Retention and Disposal: Two years after test, then destroyed.

Affiliated Agencies

Board of Review Under the Operating Engineers Act

The board evaluates safety procedures and provides advice on the safe operation of plants and the training and employment of operating engineers and operators. It also advises on revisions to the act and regulations.

General Classes or Types of Records

Contain rulings and minutes of board meetings.

Personal Information Banks

None

Commercial Registration Appeal Tribunal

The tribunal holds public hearings on appeals to review administrative decisions and provides an independent,

Consumer & Commercial Relations (MCCR)

inexpensive appeal procedure for persons affected by a variety of business practices subject to provincial regulation. Appeals to the tribunal are presently authorized under 16 statutes.

General Classes or Types of Records

Contain information related to the general administration of the tribunal.

Personal Information Banks

Contain information on public hearings.

Tribunal Hearings

Location: Commercial Registration Appeal Tribunal.

Legal Authority: Registration and licensing statutes administered by the Ministry of Consumer and Commercial Relations and Ministry of Financial Institutions. Information Maintained: Solicitor's or applicant's name, address, telephone number, company name, exhibit information. Uses: Prepare hearing. Users: Tribunal administrative staff. Individuals in Bank: Appellants, claimants, solicitors. Retention and Disposal: Forty-five days after a Tribunal decision, then exhibits only are returned to parties concerned or transferred with file to archives.

Liquor Licence Board of Ontario

The Liquor Licence Board of Ontario licenses and regulates individuals and premises involved in the sale of beer, wine or spirits; monitors all forms of advertising related to alcoholic beverages; licenses manufacturers of beer, wine and spirits; issues Special Occasion Permits and Ontario Photo Cards.

General Classes or Types of Records

Contain minutes of board meetings, administrative records and information on liquor sale licenses, manufacturers' licences and their sales representatives, and Special Occasion Permits.

Manuals

Issued to board staff.

Inspection Branch

Inspection Procedure Manual

Licensing Branch

LLBO Licensing and Compliance System Manual
Policy and Procedures Manual

Financial and Administrative Services

Purchasing Manual
Forms and Records Management Manual
Personnel Services
Human Resources Management Manual Directives and

Guidelines (OPS)

Executive Offices

Management Board of Cabinet Directives and Guidelines
Memorandum of Understanding and Bylaws
Ontario Manual Administration
Legal and Advertising Services
Advertising/Hearings System Manual

Personal Information Banks

The following common personal information banks as described in Chapter II of this directory are maintained with the exception that the legal authority is the Liquor Licence Act.

Career Planning/Training

Employment Application Inventory

Employment Equity Program

General Employment History and Payroll Information Grievances

Identity/Employee Card

Job Competitions

Ombudsman/Human Rights Commission

Performance Management

Workers' Compensation

Attendance Recording System/Payroll Personnel and Employee Benefits System

Location: Liquor Licence Board of Ontario. Legal Authority: Liquor Licence Act, R.S.O. 1990, c.L.19. Information Maintained: Name, address, Social Insurance Number, date of birth, education, medical information, work history, salary data. Uses: Issue pay cheques; compile statistical reports. Users: Authorized ministry management staff, Personnel and Finance Sections staff. Select information to the Ontario Liquor Boards' Employees Union, insurance companies, banks and Workers' Compensation Board. Individuals in Bank: Government employees. Retention and Disposal: Attendance records retained up to 50 years after termination, then destroyed; payroll, personnel and employee benefits records retained up to 50 years after termination, then transferred to archives.

Licensed Representative Cards - Applications

Location: Liquor Licence Board of Ontario. Legal Authority: Liquor Licence Act, R.S.O. 1990, c.15. Information Maintained: Name, address, telephone number, employer, criminal record. Uses: Assess applicant's suitability for a Licensed Representative Card. Users: Board staff. Individuals in Bank: Applicants, licensees. Retention and Disposal: Retained for six months after termination.

Liquor Sales Licences - Applications and Record of Establishments

Location: Liquor Licence Board of Ontario. Legal

Authority: Liquor Licence Act, R.S.O. 1990, c.L.19.

Information Maintained: Name, address, telephone number, age, citizenship, criminal record, inspection, investigation or police reports, preliminary survey, final report, agreements of various types, disciplinary hearings, notices of proposal, licence renewal applications, licence transfer applications. Uses: Maintain historical record of establishment and licensee; assess licensee's suitability, prior to issuing initial licence. Users: Board staff. Individuals in Bank: Applicants, licence-holders, shareholders, managers. Retention and Disposal: Paper files retained up to 20 years; three years at the Board and 17 years at Ontario Government Record Centre. Retention for computer files not determined.

Manufacturers' Licences Applications and Record of Licensing

Location: Liquor Licence Board of Ontario. Legal

Authority: Liquor Licence Act, R.S.O. 1990, c.L.19.

Information Maintained: name, address, telephone number, age, citizenship, criminal record of directors and shareholders, investigation or police reports, disciplinary hearings, notices of proposal, approvals on advertising. Uses: Maintain historical record of manufacturers; assess applicants' suitability prior to issuing licence. Users: Board staff. Individuals in Bank: Applicants, directors and shareholders. Retention and Disposal: Paper files retained up to 20 years: three years at the LLBO and 17 years at Ontario Government Record Centre.

Ontario Photo Cards - Applications

Location: Liquor Licence Board of Ontario. Legal

Authority: Liquor Licence Act, R.S.O. 1990, c.L.19.

Information Maintained: Name, address, telephone number, date of birth, photographs, applicant's certificate, guarantor's signature. Uses: Assess applicant's suitability for an Ontario Photo Card. Users: Board staff. Individuals in Bank: Applicants, card-holders. Retention and Disposal: Two years, then destroyed.

Special Occasion Permits - Applications

Location: Liquor Licence Board of Ontario. Legal

Authority: Liquor Licence Act, R.S.O. 1990, c.L.19.

Information Maintained: Name, address, location, date and time of event, expected attendance. Uses: Issue special occasion permits. Users: Board staff. Individuals in Bank: Applicants. Retention and Disposal: Six

months, then destroyed.

Ontario Film Review Board

The Ontario Film Review Board approves and classifies all films for public exhibition and videotapes for rent, lease or sale to Ontario consumers.

General Classes or Types of Records

Contain information related to the general administration of the board.

Personal Information Banks

None

Ontario Racing Commission

The Ontario Racing Commission administers the Racing Commission Act governing horse racing in Ontario. The commission also administers the Race Track Tax-Sharing Arrangement that involves the Ontario Sires Stakes Program.

General Classes or Types of Records

Contain information related to the administration of horseracing in the province.

Commission Hearings and Meetings - Minutes
Industry-Related Statistics

Manuals

Issued to commission staff.

Field Operations Procedures
Head Office Procedures

Personal Information Banks

Contain information on track operators, and registration of standardbred and thoroughbred horses in the province.

Owners of Standardbred and Thoroughbred

One-Year-Olds and Three-Year-Olds - Applications

Location: Ontario Racing Commission. Legal Authority: Racing Commission Act, R.S.O. 1980, c.R.2, s.10.

Information Maintained: Name, address, telephone number, height, weight, hair and eye colour, peculiarities, marital status, place and date of birth, sex, next-of-kin, criminal record, language, driver's licence, employment off track, fingerprints, nationality. Uses: Issue licences; identification purposes. Users: Commission staff, authorized staff of the Canadian Trotting Association and Ontario Provincial Police. Individuals in Bank: Standardbred and thoroughbred owners whose involvement in the industry requires

access to the backstretch area of race tracks, individuals working at the track as participants (grooms, trainers, drivers, jockeys, etc.) or mutual employees. Retention and Disposal: Five years after file becomes inactive, then transferred to archives.

Race Track Operators - Personal History Records and Licences

Location: Ontario Racing Commission. Legal Authority: Racing Commission Act, R.S.O. 1990, c.R.2.

Information Maintained: Name, address, number and type of shares, number of votes, date of birth, marital status, maiden name, past race licensing history, past and present racing business interests, name and address of references, employment record, criminal record, information concerning refusal of licences, affiliation with other tracks. Uses: Monitor individuals controlling the operation of race tracks in Ontario. Users: Commission staff. Individuals in Bank: Applicants, general manager, officers, directors, members of the management or executive committee of the race track. Retention and Disposal: Up to 20 years, then transferred to archives.

Public Records

Information in these records is available to the general public upon application and, in some cases, after payment of a fee. Contain information related to personal property bills of sale, administration of the Business Practices Act, business, land, personal property security, standard stallion registrations and attendance records of public meetings of the Liquor Licence Board.

Bills of Sale - Registration (Registration Division) (Repealed Oct. 10, 1989)

Purpose: Register personal property bills of sale; no registration accepted since repeal. Legal Authority: Bills of Sale Act, R.S.O. 1990, c.B.18. Information Maintained: Name, address, financial information, description of property on bill of sale. Retrievability: Names of parties involved. Retention and Disposal: Twenty years following initial or renewed registration, then destroyed. Access Procedures: Searches may be requested in person only at any one of 49 Personal Property Registration Branch offices until October 10, 1992. Fees payable. Refer to the KWIC Index for addresses.

Business Practices Act - Administrative Actions (Business Practices Division)

Purpose: Record administrative actions taken under the act. Legal Authority: Business Practices Act, R.S.O. 1980, B.18, s.5. Information Maintained: Names and

addresses of individuals involved in proposals, Assurances of Voluntary Compliance, director's Cease and Desist Orders. Retrievability: Company's/individual's name. Retention and Disposal: Not determined. Access Procedures: Searches may be requested in person only by contacting the Ministry of Consumer and Commercial Relations Library, Main Floor, 555 Yonge Street, Toronto, Ontario, M7A 2H6, telephone: (416) 326-8555; or the Director, Consumer Services Branch, 2nd Floor, 555 Yonge Street, Toronto, Ontario, M7A 2H6, telephone: (416) 326-8606.

Companies Data Base (Registration Division)

Purpose: Record basic information concerning business entities carrying on business in Ontario. Legal Authority: Business Corporations Act, R.S.O. 1990, c.B.16; Corporations Information Act, R.S.O. 1990, c.C.39; Limited Partnerships Act, R.S.O. c.L.16; Partnerships Act, R.S.O. 1990, c.P.5; Partnerships Registration Act R.S.O. 1980, c.371, repealed May 1/91; Extra-Provincial Corporations Act R.S.O. 1990, c.E.27; Corporations Act, R.S.O. 1990, c.C.38; Business Names Act, R.S.O. 1990, c.B.17. Information Maintained: Active and inactive corporations, current and former office addresses, names and residential addresses of current and former directors and officers, sole proprietorships, partnerships, corporate registrations of business names or style, names, business and home addresses of individuals, business purpose. Retrievability: Corporate records - exact name of record, corporation number; sole proprietorships, partnerships and business names or styles - exact name of business entity. Retention and Disposal: Corporate records - not determined; sole proprietorships, partnerships and business names or styles - five years following expiry or withdrawal of registration, then transferred to archives. Access Procedures: Searches which produce copies of documents, certified copies of documents and certificates of status are provided on a fee-for-service basis. Searches may be carried out over-the-counter in the public office of the Companies Branch, Ministry of Consumer and Commercial Relations, 2nd Floor, 393 University Avenue, Toronto, Ontario, M7A 2H6. Mailed requests for data, certificates or information from corporate records should be addressed to Manager, Information Services, Companies Branch, Ministry of Consumer and Commercial Relations, 2nd Floor, 393 University Avenue, Toronto, Ontario, M7A 2H6, telephone: (416) 596-3736. Mailed requests for copies of sole proprietorships, partnerships or business name or style registrations should be addressed to Registrar of

Partnerships, Companies Branch, Ministry of Consumer and Commercial Relations, 2nd Floor, 393 University Avenue, Toronto, Ontario, M7A 2H6, telephone: (416) 596-3739.

Land Registration System (Registration Division)

Purpose: Register land transactions in Ontario. Legal Authority: Land Titles Act, R.S.O. 1990, c.L.5 as amended S.O. 1991, c.9; Registry Act, R.S.O., 1990, c.R.20; Certification of Titles Act, R.S.O. 1990, c.C.6; Boundaries Act, R.S.O., 1990, c.B.10; Condominium Act R.S.O. 1990, c.C. 26, s.5; Land Registration Reform Act R.S.O. 1990, c.L.4, s.8. Information Maintained: Transferor's and spouse's name, address for service, transferee's name, address for service, chargor's and spouse's name, address for service, chargee's name, address for service, solicitors, property identifiers, consideration, legal description of property, financial particulars, assessment roll number, municipal property address, registration date and number, type of discharge, other parties' names and addresses for service. Retrievability: Lot, plan or concession number, parcel number, property identification number (PIN). Retention and Disposal: Not determined. Access Procedures: Searches may be requested in person only at any one of 65 Land Registry offices. Fees payable. Refer to the KWIC Index for addresses.

Ontario Sires Stakes - Stallion Registrations (Ontario Racing Commission)

Purpose: Establish ownership of stallions in Ontario; ensure conditions of eligibility. Legal Authority: Racing Commission Act, R.S.O. 1990, c.R.2, s.10. Information Maintained: Name, address, telephone number of stallion's owner. Retrievability: Name of horse, owner. Retention and Disposal: Five years, then transferred to archives. Access Procedures: Searches may be requested in person or by mail by contacting Secretary-Treasurer, Ontario Racing Commission, Ministry of Consumer and Commercial Relations, 180 Dundas Street West, Toronto, Ontario, M5G 1Z8, telephone: (416) 963-0520. No fees payable.

Personal Property Security Registration System (Registration Division)

Purpose: Register security interests and liens in personal property in Ontario. Legal Authority: Personal Property Security Act, R.S.O. 1990 c.P.10 as amended, S.O. 1991, c.44; Corporation Securities Registration Act, R.S.O. repealed Oct 10/89; Repair and Storage Liens Act, R.S.O. 1990, c.R.25. Information Maintained: Name, address, date of birth, sex of debtor, secured

party or lien holder and registering agent, collateral, classification/description, registration number, amendment and discharge particulars. Retrievability: Name of person or body creating security interest or responsible for lien payment (debtor), motor vehicle serial number. Retention and Disposal: Not determined. Access Procedures: Searches may be requested in person or by mail by contacting any one of the 49 Personal Property Registration offices. Telephone enquiries may also be made by users with deposit accounts. Refer to the blue pages of the local telephone directory for addresses.

Public Meetings and Hearings - Attendance (Liquor Licence Board of Ontario)

Purpose: Record attendance regarding applications for licence or licensed establishments. Legal Authority: Liquor Licence Act, R.S.O. 1990, c.L.19. Information Maintained: Name, address. Retrievability: Licence number, individuals'/establishment's name. Retention and Disposal: Not determined. Access Procedures: Searches may be requested in person, by mail or telephone by contacting Solicitor, Legal Services Branch, Liquor Licence Board of Ontario, 55 Lakeshore Boulevard East, Toronto, Ontario, M5E 1A4, telephone: (416) 326-0631.

MINISTRY OF CORRECTIONAL SERVICES

Head

Minister of Correctional Services
Suite 400, North Tower
175 Bloor Street East
Toronto, Ontario
M4W 3R8
Telephone: (416) 326-5071

Access

Freedom of Information and Privacy Coordinator
Ministry of Correctional Services
200 First Avenue West
North Bay, Ontario
P1B 9M3
Telephone: (705) 494-3080



A public reading room for the review of manuals and other information is open during regular office hours in the library at 200 First Avenue West, North Bay.

Mandate

Mandated by federal and provincial legislation, the ministry is responsible for adult offenders who are remanded into custody, sentenced to custodial terms of less than two years, sentenced to community correctional programs or released on Ontario parole. In addition, the ministry administers all correctional programs for young offenders aged 16 years or older.

Organization

The ministry comprises a corporate office in Toronto, head office in North Bay, five regional offices, several field offices and institutions throughout Ontario. Refer to the Government of Ontario Telephone Directory for details regarding addresses.

Divisions

Corporate Services Division

Responsible for corporate strategic/operational planning and support services. The division comprises five branches: Planning and Evaluation, Human Resources Management, Management Information Systems, Finance and Administrative Services, and Operational Review and Audit. An Investigation Unit reports directly to the Deputy Minister.

General Classes or Types of Records

Contain information relating to general administration, policy and resources planning, information systems development, personnel, staff development, and accounting processes. Also contains reports prepared by auditors or inspectors following audits, and program reviews or incident investigations in ministry offices, institutions or agencies providing services to the ministry.

Accommodation, Construction and Maintenance of
Correctional Facilities

Audit Reports

Correctional Agencies and Facilities

Correctional Research and Evaluation Records and
Statistics

Intergovernmental/Interministerial Issues

Investigation Reports

Operational Review Files

Staff Training Material (correctional officer basic and refresher training, human rights training, Institutional Crisis Intervention Team (ICIT) training, management training, personnel policies and procedures training, probation and parole officers' basic training, professional development training)

Manuals

Provide ministry staff with a convenient reference source of policy and procedural directives and guidelines regarding administration, finance, personnel, program training, staff development, and management information systems. Also issued to audit managers and auditors to provide procedural direction and guidance on conducting audits.

Administrative and Financial Policy and Procedures
vol.1 - Finance

Audit Manual

Business Correspondence and File Plan

Correspondence Styles and Standards

Delegations of Authority

Directives and Guidelines Human Resources

Expenditure and Revenue Coding

Freedom of Information and Protection of Privacy Policy
and Procedures Manual

French Language Services - Policy and Procedures

Information Technology Security Guidelines

Personnel Policies and Procedures

Policy and Procedure for Educational Leave and/or
Assistance

Purchasing

Personal Information Banks

Personnel-related and are used for general administration and accounting processes. The following common personal information banks as described in the introduction to this directory are maintained.

Career Planning/Training
Central Attendance Recording System (CARS)
Employment Application Inventory
Employment Equity Program
Freedom of Information and Protection of Privacy Act Requests
General Employment History and Payroll Information
Grievances and Applications
Integrated Payroll, Personnel and Employee Benefits System (IPPEBS)
Job Competitions
Medical Information (Personnel)
Ombudsman/Human Rights Commission
Performance Management
Workers' Compensation

Also contain information on finance records and investigations for disciplinary actions, inquests and civil litigation.

Finance Records

Location: Finance and Administrative Services Branch, institutions, and probation and parole offices. Legal Authority: Public Service Act, R.S.O. 1990, c.P.47, as amended; R.R.O. 1980, Reg. 881, as amended; Financial Administration Act, R.S.O. 1990, c.F.12, as amended; Ministry of Treasury and Economics Act, R.S.O. 1990, c.M.37. Information Maintained: Name, Social Insurance Number, work location, overtime/shift premium hours, earnings, deductions, hours worked, particulars of goods or services, travel and other expenses of employees. Uses: Payroll preparation; payment or reimbursement to vendors and employees. Users: Ministry administrative and financial staff. Individuals in Bank: Employees, vendors of supplies and services. Retention and Disposal: Two to seven years, then destroyed.

Investigation Files

Location: Investigation and Security Section. Legal Authority: Ministry of Correctional Services Act, R.S.O. 1990, c.M.22, as amended; R.R.O. 1980, Reg. 649 and Reg. 650, as amended. Information Maintained: Name, date of birth, education, family and medical information, criminal history, statement taken under oath. Uses:

Provide evidence/information for disciplinary action, inquests, court proceedings and civil litigation. Users: Investigation and Security Section staff, senior ministry officials, Legal Branch staff. Individuals in Bank: Employees and ministry clients. Retention and Disposal: Ten years, then destroyed subject to selection by Archives.

Operations Division

Provides a wide range of custodial and community-based services for adult and young offenders. Five regional offices oversee 51 institutions including jails, detention centres and correctional centres, treatment centres and young offenders' secure custody centre. Regional offices also oversee community-based supervision at 130 probation/parole offices and more than 100 community residences for adult and young offenders.

General Classes or Types of Records

Contain information relating to general administration, planning, development, policy and operational procedures for institutional and community programs for adult and young offenders.

Academic and Vocational Programs
Bailiff Vehicle Records
Community Programs
Community Residential Agencies/Agreements
Community Resource Centres
Food Service Contracts, Menus and Statistics
Health Care Program
Industrial Program
Information Guide for Adult Offenders in Ontario
Provincial Correctional Institutions
Institutional Administration and Security Control Records
Institutional Programs
Open and Secure Custody Facilities for Young Offenders
Policy and Procedures Development and Proposals
Probation and Parole Administration Records
Recreation Program
Social Work Program
Volunteer Program

Manuals

Provide guidelines on operational policy, standards and procedures for adult and young offenders in custody, probationers and parolees. As well, directives on topical issues are circulated periodically.

Adult Institutions - Policy and Procedures
CRC Policy and Procedures Manual

Ministry of Correctional Services (Corrections)

Food Services

Local Institutional Standing Orders

Probation and Parole Policy and Procedures

Probation and Parole Secretarial Manual

Program and Service Inventory

Residential Services Standards and Guidelines

Sentence Administration - Policy and Procedures

Standards and Procedures (vols. 1 and 2)

Young Offenders Act Operational Policy and Procedures

Personal Information Banks

Contain information relating to offenders in either custodial or community care of the ministry.

Bailiff Inmate Reference Cards and Trip Records

Location: Offender Programming Branch. Legal

Authority: Ministry of Correctional Services Act, R.S.O. 1990, c.M.22, as amended; R.R.O. 1980, Reg. 649 and Reg. 650, as amended. Information Maintained:

Name, reference number, places of incarceration, offences, sentences and potential security/care problems.

Uses: Quick reference; document transfer of inmates between institutions. Users: Administrative and support staff, project officers, senior bailiffs, auditors, inspectors. Individuals in Bank: Inmates, bailiffs.

Retention and Disposal: Two months to two years, then destroyed; computer records periodically purged.

Correctional Clinical/Treatment Records

Location: Adult correctional institutions. Legal

Authority: Ministry of Correctional Services Act, R.S.O. 1990, c.M.22, as amended; R.R.O. 1980, Reg. 649 and Reg. 650, as amended. Information Maintained: Name, age or date of birth, results of medical examination, medication ordered and provided, clinical/treatment data.

Uses: Assist authorized personnel in administering required medical/clinical services to inmates. Users: Medical/clinical personnel. Individuals in Bank: Inmates. Retention and Disposal: Fifty years, then destroyed.

Inmate Records

Location: Adult correctional institutions. Legal

Authority: Ministry of Correctional Services Act, R.S.O. 1990, c.M.22, as amended, Parts I and II; R.R.O. 1980, Reg. 649, as amended, Part I. Information Maintained: Name; date of birth; RCMP fingerprint reference codes; physical description; names and addresses of next-of-kin; education; employment history; offence and sentence data; record of belongings; entitlements such as remission, allowances, reports, assessments, classification, and any related correspondence. Uses: Identify inmates; assist in their placement in

rehabilitation programs; ensure adherence to court sentences. Users: Institutional program managers, administrative, classification and professional staff, ministry investigators. Individuals in Bank: Inmates. Retention and Disposal: Paper retained 10 years following year of release, then destroyed or transferred to archives; microfilm kept in accordance with ministry criteria for at least five years, then transferred to archives; selected computer records purged periodically according to established criteria and procedures.

Institutional Administration and Control Records

Location: Adult correctional institutions. Legal

Authority: Ministry of Correctional Services Act, R.S.O. 1990, c.M.22, as amended, Parts I and II; R.R.O. 1980, Reg. 649, as amended, Part I. Information Maintained:

Name, reference number, date and nature of activities including reminders, records of belongings, medication/drug usage or administration, fines, correspondence control, trust accounts of personal funds, allowances and remissions earned, admissions, releases, court appearances, classification, incident, and misconduct reports, visitors' registers, volunteer attendance. Uses: Control and document all matters regarding offenders including court appearances, sentence administration, health care, their belongings and visitors. Users: Institutional program managers; administrative, classification and professional staff; ministry investigators; court and police officials.

Individuals in Bank: Inmates, staff, visitors, correspondents, volunteers. Retention and Disposal: Paper retained up to 12 years, then destroyed; selected records to archives; computer records periodically purged.

Probation and Parole Administration and Control Records

Location: Probation and parole offices. Legal Authority: Ministry of Correctional Services Act, R.S.O. 1990, c.M.22, as amended, Parts I, III and IV; R.R.O. 1980, Reg. 649, as amended, Part II. Information Maintained:

Names, reference numbers, summarizing lists/registers of clients indicating supervisory probation and parole officers, brief offence particulars, reason for supervision. Uses: Control and document all matters concerning clients; update records. Users: Probation and parole officers, administrative and support staff. Individuals in Bank: Probation and parole officers, probationers, parolees. Retention and Disposal: Paper retained up to three years, then destroyed; computer records periodically purged.

Probation and Parole Case Files

Location: Probation and parole offices. Legal Authority: Ministry of Correctional Services Act, R.S.O. 1990, c.M.22, as amended, Parts I, III and IV; R.R.O. 1980, Reg. 649, as amended, Part II. Information Maintained: Name, address, date and place of birth, nationality, education, marital status, offence and sentence particulars, employment. Uses: Assist in supervising probationers and parolees. Users: Probation and parole officers, support staff, research personnel. Individuals in Bank: Individuals placed on probation by the courts and institutional inmates placed on parole by the Ontario Board of Parole. Retention and Disposal: Paper retained three years after year in which file is closed, then destroyed; selected records to archives. Computer records periodically purged.

Volunteer Records

Location: Institutions and probation and parole offices. Legal Authority: Ministry of Correctional Services Act, R.S.O. 1990, c.M.22, as amended. Information Maintained: Name, address, employment, education, application, resume, oath of confidentiality, reference letters, training/placement and duties records, evaluations and observations by staff or others, photograph, period of service. Uses: Document all matters related to unpaid volunteers providing services to the ministry. Users: Volunteer program coordinators, administrative and support staff. Individuals in Bank: Individuals providing service to the ministry without remuneration. Retention and Disposal: Three years, then destroyed.

Young Offenders' Files

Location: Offender Registry, Young Offenders Act (YOA) facilities, and probation and parole offices. Legal Authority: Young Offenders Act (Canada); Ministry of Correctional Services Act, R.S.O. 1990, c.M.22, as amended, Parts I and V. Information Maintained: Name, date of birth, education, family and medical information, offence particulars, periods of control, action and progress reports, legal documents. Uses: Plan for and monitor the progress of young offenders' return to community environment. Users: Superintendents, probation and parole officers, administrative and custody facility staff. Individuals in Bank: Young offenders aged 16-17. Retention and Disposal: Paper retained 10 years following year of release, then transferred to archives.

Legal Services Branch

Provides the ministry and its affiliated agencies, including the Custody Review Board, the Minister's

Advisory Committee on Corrections, and the Ontario Board of Parole, with general legal services - advice on legal questions, assistance in preparing legislation, litigation, claim settlements - and acts as counsel before judicial or administrative tribunals.

General Classes or Types of Records

Contain general administration records and material received or created by Legal Services including information on corrections-related legislation, regulations, solicitor-client correspondence, legal opinions, legal judgments, litigation, contracts, agreements.

Personal Information Banks

The following common personal information bank as described in Chapter II of this directory is maintained.

Litigation Files

Affiliated Agencies

Custody Review Board

On application by young persons, reviews decisions made by ministry officials regarding the placement of young persons in custody centres and makes recommendations for action. This is a joint board with the Ministry of Community and Social Services. Its members are appointed by Orders in Council.

General Classes or Types of Records

Administration of the board and maintenance of records is the responsibility of the Ministry of Community and Social Services on behalf of both ministries.

Personal Information Banks

None

Minister's Advisory Committee on Corrections

Advises the Minister on emerging issues in the field of corrections from the point of view of the community at large. There are nine board members drawn from the legal, educational, religious and business communities.

General Classes or Types of Records

Contain reports submitted to the minister and background material including submissions from private parties or agencies concerning correctional issues.

Ministry of Correctional Services (Corrections)

Agendas and Minutes
Correctional Subject Files
Reports and Background Material

Personal Information Banks

None

Ontario Board of Parole

The Ontario Board of Parole has jurisdiction over all offenders in provincial institutions who are serving sentences of up to two years less one day. The Chair, Ontario Board of Parole, is responsible for the overall administration of the board. Five regional vice-chairs and an executive vice-chair are responsible to the Chair for all board decisions and for the total operation of the board (regional offices).

General Classes or Types of Records

Contain general administration records and material relating to justice, corrections and parole matters originating at the board, ministry, federal and provincial government level, from other provinces or countries, professional associations, citizen groups and the public. Also contain information on policy and procedures of the board, and decision-making mechanisms regarding parole approvals and denials.

Agreements
Associations/Committees
Board Policy and Procedures
Communications Material
Corporate and Operational Plans
Legal Issues
Parole Boards of Other Jurisdictions
Parole Philosophy and Mission
Planning and Finance
Reports/Research/Statistics
Staff Training Material

Manuals

Provide staff with a convenient reference source of policy and procedural directives and guidelines regarding administration of the board.

Ontario Board of Parole Policy and Procedures

Personal Information Banks

Contain information on adult offenders in custody who are or have been considered for parole. Where parole is granted, record includes progress reports. Where parole is suspended, record includes post-suspension reports.

Ontario Board of Parole - Inmates and Parolees

Location: The Chair's Office and five regional boards.

Legal Authority: Ministry of Correctional Services Act, R.S.O. 1990, c.M.22, as amended, Part III; R.R.O. 1980, Reg. 649, as amended, Part II; Parole Act, R.S.C. 1970, c.P-2, as amended.

Information Maintained:

Name, date of birth, address, employment, offence and sentence particulars, parole decisions, related correspondence, pre-parole reports, institutional reports, progress reports while on parole, warrant authorization and post-suspension reports. Uses: Decide whether or not to grant parole; monitor progress; decide whether or not to suspend/revoke parole. Users: Board members and support staff. Individuals in Bank: Institutional inmates and parolees. Retention and Disposal: Essential material - destroyed five years after end of year in which file was closed; non-essential material - destroyed after one year from the time the file was closed.

MINISTRY OF CULTURE AND COMMUNICATIONS

Head

Minister of Culture and Communications
6th Floor, 77 Bloor Street West
Toronto, Ontario
M7A 2R9
Telephone: (416) 325-6200

Access

Freedom of Information and Privacy Coordinator
Ministry of Culture and Communications
4th Floor, 77 Bloor Street West
Toronto, Ontario
M7A 2R9
Telephone: (416) 325-6010



A public reading room for the review of manuals is open from 9:00 a.m. until 5:00 p.m., Monday to Friday in the Resource Centre on the 9th floor at 77 Bloor Street West, Toronto.

Access for the Ontario Film Development Corporation

Freedom of Information and Privacy Coordinator
Ontario Film Development Corporation
175 Bloor Street East
Suite 300, North Tower
Toronto, Ontario
M4W 3R8
Telephone: (416) 314-6858

Access for the Ontario Science Centre

Freedom of Information and Privacy Coordinator
Ontario Science Centre
770 Don Mills Road
Don Mills, Ontario
M3C 1T3
Telephone: (416) 429-4100

Access for the Ontario Telephone Service Commission

Freedom of Information and Privacy Coordinator
Ontario Telephone Service Commission
Suite 200, 3625 Dufferin Street
Downsview, Ontario
M3K 1Z2
Telephone: (416) 235-4950

Mandate

The Ministry of Culture and Communications promotes cultural expression and development, encourages heritage preservation and advocates Ontario's interests in the communications field. It supports a number of community and provincial cultural and historical facilities and institutions, and assists Ontario's commercial cultural interests. The ministry also provides policy advice on issues affecting Ontario consumers, suppliers and manufacturers of communications systems and services.

Organization

The ministry is organized into three divisions, the Archives of Ontario, 12 branches, and seven agencies. The ministry's head office is in Toronto with 14 field offices across the province. The ministry provides administrative and operational support services including communications and marketing, and French language services to the Ministry of Citizenship.

Divisions

Deputy Minister's Office

Provides staff support to the Deputy Minister in the overall management of the ministry.

General Classes or Types of Records

Contain general administration records as described in Chapter II of this directory.

Personal Information Banks

None

Corporate Policy and Planning

Corporate Policy and Planning provides corporate policy services for the ministry and is responsible for policy development and analysis, advice to the Minister, Deputy Minister and senior management on government and ministry priorities, and corporate strategic planning processes.

General Classes or Types of Records

Contain information relating to Cabinet committee meetings of which the Minister is a member, policy development initiatives (e.g. discussion papers), culture, communications and information policy, strategic planning, municipal/provincial/federal government reports.

Cabinet Committee Documents
Cabinet Submissions and Related Briefing Notes
Culture/Communications/Information Policy Document
Discussion Papers
Inter/intraminsty Correspondence
Research and Environmental Scanning Reports
Municipal/Provincial/Federal Government Reports on Various Issues
Strategic Planning - Ministry Operational Plans

Personal Information Banks

None

Marketing and Information Services Branch

Provides information and marketing services for the ministry; provides communications support to the Minister, Deputy Minister and program areas; and coordinates ministry publications and audio-visual materials.

General Classes or Types of Records

Contain general administration records as described in Chapter II of this directory.

Personal Information Banks

None

Corporate Services Division

The Division is responsible for all financial, human resources and administrative policy, systems and support services, and ministry liaison with Treasury and Management Boards of Cabinet, the Ministry of Government Services, and the Ministry of the Attorney General. The division is comprised of the Legal Services Branch, the Finance, Administration and Systems Branch, the Human Resources Branch and the Audit Services Branch.

General Classes or Types of Records

Contain general administration records as described in Chapter II of this directory.

Manuals

An administration policy and operations manual is issued to all branches within the ministry.

Manual of Administration

Personal Information Banks

The following common personal information banks as described in Chapter II of this directory are maintained.

Career Planning/Training
Central Attendance Recording System (Cars)
Employment Application Inventory
Employment Equity Program
Freedom of Information and Protection of Privacy Act Requests
General Employment History and Payroll Information
Grievances and Applications
Identity/Employee Card
Integrated Payroll, Personnel and Employee Benefits System (IPPEBS)
Job Competitions
Litigation Files
Medical Information (Personnel)
Ombudsman/Human Rights Commission
Parking Records
Performance Management
Travel/Expense Accounts
Workers' Compensation

Culture Division

Responsible for the development of policies and the operation of programs related to arts support, heritage conservation, program and financial liaison with the ministry's cultural agencies, and policy and program development with cultural industries. The division coordinates the delivery of ministry programs through the Field Services Branch and comprises Arts Branch, Heritage Policy Branch, Cultural Industries and Agencies Branch, and Field Services Branch.

General Classes or Types of Records

Contain information relating to fiscal liaison and support to cultural agencies, financial and consultative support to arts organizations, administration of programs, acquisition and preservation of historical/heritage resources. Also contain general administration records as described in Chapter II of this directory.

Archaeological Advisory/Consulting Services (licences, projects, research and exploration reports, site files)
Artifact Conservation Treatment Records (applications, artifact treatment reports)
Artifact Inventory
Arts Abroad (grant applications and related materials, post-project reports)
Book Publishers' Assistance Program (financial statements, correspondence, statistics)
Book Publishing Development Centre (correspondence, financial statistics)
Building Rehabilitation and Improvement Campaign
Canada-Ontario Cultural Development Program

(applications, reports, general correspondence)
 Capital Grants Programs
 Community Hall Inventory
 Community Museum Operating Grants (guidelines, grant applications, correspondence)
 Cultural Enterprises
 Cultural Exchange Program (applications and related materials)
 Cultural Support Programs - Art Service Organizations, National Education of Schools (applications and related materials)
 Cultural/Community Facilities Improvement Program (guidelines, grant applications, correspondence, post-project reports)
 Cultural Heritage Resource Statutory Plans Review
 Designated Properties (bylaws and notices of intention)
 Heritage Organization Development Grant (guidelines, grant applications, correspondence, constitution, bylaws)
 Heritage Structures (slides and photographs)
 Heritage Support Grants (guidelines, grant applications, correspondence, constitution, bylaws)
 International Relations (correspondence, statistics, reports and agreements)
 Local Architecture Conservation Advisory Committees LACAC (list of committees, addresses)
 Ministry of Government Services/Ministry of Culture and Communications Heritage Properties Program (records pertaining to heritage buildings owned by the government, reports, photographs, correspondence, planning studies re capital work)
 Ministry of Transportation and Ministry of Culture and Communications Heritage Bridges Program (inventory files include surveys, background research; ministry files include proposed plans for capital work, correspondence, planning studies, photographs)
 Multicultural History Society of Ontario Grants (grant applications, correspondence, constitution, bylaws)
 Museum Files, Slides
 Museum Fine Arts Insurance
 Ontario Heritage Policy Review (discussion papers including background research, public consultation meetings, submissions, communications, media, policy and planning, correspondence, comprehensive lists of heritage organizations, final reports)
 Ontario Historical Studies Series Grants (grant applications)
 Ontario Lottery Project Grants System
 Ontario-Quebec Commission for Cooperation (applications and related materials)
 Overseas Operations
 Outreach Ontario

Preserving Ontario's Architecture (guidelines, grant applications, correspondence, post-project reports)
 Project Grants - Arts, Cultural Industries and Agencies and Heritage (applications and related materials, post-project reports)
 Trade Organizations (financial statements, correspondence, applications)

Personal Information Banks

Contain information related to the issuance of archaeological licences.

Archaeological Licences

Location: Heritage Policy Branch. Legal Authority: Ontario Heritage Act, R.S.O. 1990, c.O.18. Information Maintained: Name, address, telephone number, project description, financial arrangements, curriculum vitae. Uses: Evaluate and assess applications. Users: Branch/Ontario Heritage Foundation (OHF) staff, Provincial Auditor, OHF Board of Directors. Individuals in Bank: Individuals applying to conduct archaeology in Ontario. Retention and Disposal: Not determined.

Communications Division

This division provides policy, regulatory, and industry and technology advice on developments and issues affecting Ontario consumers, suppliers, carriers, broadcasters, cable operators, and manufacturers of communications equipment; participates and intervenes at the Canadian Radio-television and Telecommunications Commission on behalf of Ontario residents and business concerning communications rates and services; represents the Ontario government at federal-provincial meetings on national telecommunications policy; administers and Community Radio Ontario Program and undertakes operational projects to encourage the development of new communications systems and applications. The division is comprised of Broadcasting and Cable Branch, Telecommunications Branch, and Operations and Technology Office.

General Classes or Types of Records

Contain information on policy development, research data, and on Canadian Radio-television and Telecommunications Commission (CRTC), federal Department of Communications (DOC), and Ontario Telephone Service Commission subjects.

Bell Canada Tariffs

Broadcasting and Cable Research - Regulatory Issues and Policies

Canadian Radio-television and Telecommunications Commission (CRTC) (hearing transcripts, submissions, interventions, notices and decisions)
Communications Industry (assistance, development, statistics and studies)
Communications Issues and Background Papers
Communications Technology Projects
Ontario Telephone Service Commission (orders and correspondence)
Telecommunications Research, Regulatory Issues and Policies

Personal Information Banks

None

Information Resource Management Division

The Information Resource Management Division focuses the ministry's expertise on the changing environment of information management. It includes the libraries, Community Information Branch and the Archives of Ontario.

General Classes or Types of Records

Contain information relating to information management issues and policy development. Also contain general administration records as described in Chapter II of this directory.

Annual Surveys of Public Libraries
Community Information Services
Community Information Services Operating Grant and Project Grant Program
Contracts for Library Services
First Nations Library Services
Legislated and Special Grants
Library Automation
Library Network Development
Library Services
Library Project Grants
Municipal Library Bylaws and First Nations Library Resolutions
Ontario Library Service
Public Libraries Act
Public Library Services

Personal Information Banks

None

Affiliated Agencies

Conservation Review Board

Holds hearings concerning objections to the designation of property for historical or architectural conservation.

General Classes or Types of Records

Contain information relating to hearings concerning objections to municipal designation of property for historical or architectural conservation, appeals against the minister's designation of archaeological or historical sites or the Minister's refusal of archaeological licences, and general administration records.

Hearings on Objections to Designating of Properties

Personal Information Banks

None

Ontario Film Development Corporation (OFDC)

Fosters the development of Canadian-owned, Ontario-based film producers by providing a source of investment financing and assists Canadian distributors and film makers with the domestic and international marketing of their products. Also provides location assistance to producers and directors of both domestic and international film productions.

General Classes or Types of Records

Contain information relating to programs that stimulate employment, investment and growth in the Canadian motion picture industry, and general administration records.

Entertainment - Festivals/Galas

Loan Transactions

Marketing

Production and Development Agreements, Applications and Programs

Manuals

Staff procedural manual is produced and issued to all staff.

Personal Information Banks

Contain information related to financial information regarding applicants for film production and development assistance.

Production and Development Files

Location: Ontario Film Development Corporation. Legal

Authority: Ontario Development Corporation Act, O.

Reg. 37/86 and O. Reg. 550/86. Information Maintained: Name and address of applicant and his/her lawyer and accountant, financial institution where applicant banks, budgets for projects, OFDC project number, applicant's corporate financial statements for past three years; names, addresses and number of shares for all shareholders; funds required/requested. Uses: Determine eligibility for funding. Users: OFDC personnel. Individuals in Bank: Applicants. Retention and Disposal: Seven years, then destroyed.

Ontario Heritage Foundation (OHF)

The foundation carries out programs and activities in the areas of archaeology, history, natural heritage and holds property in trust for the province. It provides grants for research and publications, erects historical plaques, and manages and conserves OHF real and cultural properties. The foundation advises the Minister of Culture and Communications on the issuance of archaeological licences.

General Classes or Types of Records

Contain information relating to OHF programs and activities, general administration and financial information, board and committee agendas and minutes, and information relating to advice provided to the Minister of Culture and Communications on issuing archaeological licences.

Archaeological Committee Projects (policies and procedures, research, grant files, special projects/programs)
 Carolinian Canada Land Protection and Stewardship Program (correspondence, memorandum of understanding, grant applications, guidelines, interim and post-project reports, site descriptions)
 Elgin/Winter Garden Project (construction files, communications, promotion and marketing, architectural/design files, research, legal files, correspondence, progress reports)
 Historical Committee Projects (policies, program guidelines, operations, initiatives, project grants)
 Natural Heritage Committee (grant applications, guidelines, terms of reference, correspondence, interim and post-project reports)
 Niagara Escarpment Program (memorandum of understanding, grant applications, communications, promotion and marketing, acquisition files, correspondence)
 OHF-Owned Properties (inventory of properties, tenant lists, custodial agreements, maintenance, reports,

photographs, correspondence)
 Property Restoration and Management Records (construction, contracts, communications, promotions and marketing, legal, correspondence, architectural, archaeological, historical)
 Real Property Heritage Easements (easement agreements, grant applications/agreements, research, monitoring reports, legal, correspondence)
 Record of Cultural Properties (collections management policies, reports, gift agreements, legal, correspondence, insurance, custodial institutions)

Personal Information Banks

Contain information related to the types of donations made to the foundation, and the names and addresses of the donors and those holding easement agreements.

Donations of Real and Cultural Properties to the Foundation

Location: Ontario Heritage Foundation. Legal Authority: Ontario Heritage Act, R.S.O. 1990, c.O.18. Information Maintained: Name, address, telephone number, receipt number, amount or value of donation, description of donation and taxation year. Uses: Evaluate and assess donations; issue income tax receipts. Users: OHF staff, Provincial Auditor, OHF Board of Directors, custodial institutions (museums, galleries, etc.). Individuals in Bank: Individuals who have made or offered to make a donation to the foundation. Retention and Disposal: Permanent.

Donations to the Elgin and Winter Garden Project

Location: Ontario Heritage Foundation, Elgin and Winter Garden Unit. Legal Authority: Ontario Heritage Act, R.S.O. 1990, c.O.18. Information Maintained: Name, address, telephone number, amount of donation (if donor). Uses: Monitor and track progress for fundraising for the project; publicize the project; fundraising. Users: OHF staff, Provincial Auditor. Individuals in Bank: Individuals who have made or offered to make a donation to the Elgin/Winter Garden Project, individuals requesting information about the project. Retention and Disposal: Not determined.

Donations-in-Kind and Financial Donations in Support of the Restoration of OHF-Owned Properties

Location: Ontario Heritage Foundation. Legal Authority: Ontario Heritage Act, R.S.O. 1990, c.O.18. Information Maintained: Name, address, telephone number, receipt number, amount or value of donation, description of donation and taxation year. Uses: Evaluate and assess

donations; issue income tax receipts. Users: OHF staff, Provincial Auditor, OHF Board of Directors. Individuals in Bank: Individuals who have made or offered to make a donation-in-kind or donation in support of the restoration of OHF-owned properties. Retention and Disposal: Permanent.

Easements Agreements Held by the Foundation on Real Property

Location: Ontario Heritage Foundation. Legal Authority: Ontario Heritage Act, R.S.O. 1990, c.O.18. Information Maintained: Name, address, telephone number, value of grant, conditions of agreement, insurance. Uses: Monitor easement properties. Users: OHF/branch staff, Provincial Auditor, OHF Board of Directors. Individuals in Bank: Individuals who have entered into easement agreements with the foundation. Retention and Disposal: Permanent.

Ontario Historical Studies Series Board of Trustees

Produces comprehensive, scholarly and readable books on the historical development of Ontario.

General Classes or Types of Records

Contain information relating to authors' contracts, book launchings, editors' reports, minutes of board of trustees meetings and executive committee meetings, and expected publication dates of volumes of the series.

Biographies - Published

Biographies - Publishing Schedule

Published Theme Studies and Publishing Schedule

Personal Information Banks

None

Ontario Science Centre

Makes science and technology appealing to children of all ages by inviting visitor participation, and providing special exhibitions, films, free education programs and travelling exhibitions.

General Classes or Types of Records

Contain information relating to a large variety of programs designed to stimulate and inform the general public about science and technology. Also contain general administration records as described in Chapter II of this directory.

Copyrights

Exhibit Research and Development

Revenue Tour Booking and Facility Rental

School Tour Bookings

Trademarks

Personal Information Banks

The following common personal information banks as described in Chapter II of this directory are maintained.

Career Planning/Training

Employment Application Inventory

Freedom of Information and Protection of Privacy Act Requests

General Employment History and Payroll Information Grievances and Applications

Identity/Employee Card

Integrated Payroll, Personnel and Employee Benefits System (IPPEBS)

Job Competitions

Performance Management

Workers' Compensation

Also contain information related to the types of donations made to the centre, and the names and addresses of the donors.

Donor Records

Location: Ontario Science Centre. Legal Authority: Centennial Centre of Science and Technology Act, R.S.O. 1990, c.C.5. Information Maintained: Name, records relating to gifts of either cash or items given to the Science Centre. Uses: Identify donor and gift. Users: Board of trustees, director general, controller and revenue development officer. Individuals in Bank: Individuals who have made donations to the centre. Retention and Disposal: Five years, then transferred to archives.

Ontario Telephone Development Corporation

This agency was originally established to contribute to the improvement of the telephone systems in Ontario. The role of the corporation was to respond to crisis situations in the operation of the telephone systems to which the authority of the province extends in order to ensure that the customers of these systems have access to adequate telecommunications services at all times. The agency is currently inactive.

General Classes or Types of Records

Contain information relating to the acquisition of the Muskoka and Parry Sound Telephone Company.

Background information on the Muskoka and Parry
Sound Telephone Company
Corporate Executive Council Minutes
Court Proceedings and Legal Matters

Personal Information Banks

None

Ontario Telephone Service Commission

The commission is responsible for regulating the 30 providers of telephone services under provincial jurisdiction. Bell Canada is not regulated by this commission.

General Classes or Types of Records

Contain information on orders, filings and day-to-day operations.

Annual Filings of Regulated Companies
Applications
General Tariffs of Telephone Systems
Telephone Service Commission Orders
Telephone Tariff Agreements

Personal Information Banks

None

DISTRICT HEALTH COUNCILS OF ONTARIO

Head

Chairperson of each District Health Council
Refer to the list below for addresses.

Access

Executive Director of each District Health Council listed below.

A public reading room for the review of manuals and other information is open during regular office hours at each of the inkwell office locations.

District Health Councils

Algoma District Health Council
123 March Street, Suite 405
Sault Ste. Marie, Ontario
P6A 2Z5
(705) 942-0200
Established by Order in Council 1050/77, April 13, 1977.



Brant District Health Council
233 Colborne Street, Suite 401
Brantford, Ontario
N3T 2H4
(519) 756-1330
Established by Order in Council 1817/76, June 23, 1976.



Cochrane District Health Council
119 Pine Street South, Suite 310
Timmins, Ontario
P4N 2K3
(705) 264-9539
Established by Order in Council 1704/75, June 18, 1975.



District Health Council of Eastern Ontario
Suite 300, 3rd Floor
340 Pitt Street
P.O. Box 1478
Cornwall, Ontario
K6J 3P9
(613) 933-9585
Established by Order in Council 856/80, March 26, 1980



Durham Region District Health Council
Suite 300, 40 King Street West
Oshawa, Ontario
L1H 1A4
(416) 433-4262
Established by Order in Council 1659/77, June 15, 1977



East Muskoka/Parry Sound
36 Chaffey Street
P.O. Box 3000
Huntsville, Ontario
P0A 1K0
(705) 789-4429
Established by Order in Council 977/88, April 15, 1988



Essex District Health Council
76 University Avenue West, Suite 207,
Windsor, Ontario
N9A 5N7
(519) 256-4568
Established by Order in Council 197/76, January 28, 1976

Grey-Bruce District Health Council
733 - 9th Avenue East
Unit 4
Owen Sound, Ontario
N4K 3E6
(519) 376-6691
Established by Order in Council 1168/76, April 28, 1976



Haldimand-Norfolk District Health Council
P.O. Box 5081
101 Nanticoke Creek Parkway
Townsend, Ontario
N0A 1S0
(519) 587-2231
Established by Order in Council 2271/81, August 6, 1981



Haliburton-Kawartha and Pine Ridge District Health Council
P.O. Box 544
849 Alexander Court, Suite 210
Peterborough, Ontario
K9J 6Z6
(705) 748-2992
Established by Order in Council 2858/75, October 15, 1975














Halton District Health Council
700 Dorval Drive, Suite 510,
Oakville, Ontario
L6K 3V3
(416) 842-2120
Established by Order in Council 2123/76, July 21, 1976



Hamilton-Wentworth District Health Council
10 George Street, Suite 301
Hamilton, Ontario
L8P 1C8
(416) 570-1441
Established by Order in Council 156/76, January 28, 1976



Hastings & Prince Edward Counties District Health Council P.O. Box 1566 Belleville, Ontario K8N 5J2 (613) 962-4660 Established by Order in Council 2685/91, December 6, 1991.		M2P 2A8 (416) 222-6522 Established by Order in Council 2392/80, August 20, 1980	
Kenora Rainy-River District Health Council P.O. Box 379 104 Government Road Keewatin, Ontario POX 1C0 (807) 547-2028 Established by Order in Council 3590/75, December 23, 1975		Niagara District Health Council Box 1059 1428 Pelham Street South Fonthill, Ontario L0S 1E0 (416) 892-5771 Established by Order in Council 1274/75, May 7, 1975	
Kent County District Health Council 75 Thames Street Chatham, Ontario N7L 1S4 (519) 351-1162 Established by Order in Council 1152/76, April 28, 1976		Nipissing District Health Council P.O. Box 20028 101 McIntyre Street West 4th Floor North Bay, Ontario P1B 8J1 (705) 494-9126 Established by Order in Council 2686/91, December 6, 1991	
Kingston, Frontenac and Lennox and Addington District Health Council P.O. Box 1690 544 Princess Street Kingston, Ontario K7L 5J6 (613) 549-5253 Established by Order in Council 2712/81, September 18, 1981		Ottawa-Carleton Regional District Health Council 955 Green Valley Crescent, Suite 350 Ottawa, Ontario K2C 3V4 (613) 723-1440 Established by Order in Council 3153/73, December 21, 1973	
Lambton District Health Council 265 North Front Street, Suite 108 Sarnia, Ontario N7T 7X1 (519) 337-5485 Established by Order in Council 1644/77, June 15, 1977		Peel District Health Council Plaza II, Suite 220 350 Rutherford Road South Brampton, Ontario L6W 4N6 (416) 455-4856 Established by Order in Council 624/77, March 9, 1977	
Manitoulin-Sudbury District Health Council 336 Pine Street Sudbury, Ontario P3C 1X8 (705) 675-5654 Established by Order in Council 1540/76, May 26, 1976		Rideau Valley District Health Council Box 487, 1 Abel Street Smiths Falls, Ontario K7A 4T4 (613) 283-6980 Established by Order in Council 936/77, March 30, 1977	
Metropolitan Toronto District Health Council 4141 Yonge Street, Suite 200 Willowdale, Ontario		Renfrew County District Health Council 100 Deep River Road P.O. Box 1990 Deep River, Ontario K0J 1P0 (613) 584-1423 Established by Order in Council 2688/91, December 6, 1991	

District Health Councils (DHC)

Simcoe County District Health Council
Suite 216, Victoria Square
11 Victoria Street
Barrie, Ontario
L4N 6T3



(705) 734-9960

Established by Order in Council 1954/83, July 9, 1983

Thames Valley District Health Council
826 King Street
London, Ontario
N5W 2X6
(519) 679-9140



Established by Order in Council 146/76, January 28, 1976

Thunder Bay District Health Council
1093 Barton Street
Thunder Bay, Ontario
P7B 5N3



(807) 623-6131

Established by Order in Council 2545/74, October 2, 1974

Waterloo Region District Health Council
Waterloo Town Square
75 King Street South, Suite 218
Waterloo Town Square
Waterloo, Ontario
N2J 1P2



(519) 884-6390

Established by Order in Council 3328/77, November 30, 1977

Wellington-Dufferin District Health Council
317 Speedvale Avenue East
3rd Floor
Guelph, Ontario
N1E 1N3

(519) 836-7440

Established by Order in Council 1813/76, June 23, 1976

West Muskoka/Parry Sound District Health Council



17 James Street

2nd Floor

Parry Sound, Ontario

P2A 1T4

(705) 746-2123

Established by Order in Council 977/88, April 15, 1988

York Region District Health Council
1091 Gorham Street, Suite 300
Newmarket, Ontario
L3Y 7V1



(416) 830-9899 Established by Order in Council 2687/91, December 6, 1991

Mandate

The District Health Councils of Ontario are planning advisory bodies to the Minister of Health, established by Order in Council under the Ministry of Health Act. Councils plan for, identify and priority rank district health needs coordinate all health planning activities for the district and, cooperate in social development activities for the district.

Organization

There are 28 geographically defined councils representing over 90% of Ontario residents. Councils are composed of 15 to 19 volunteer members appointed by Order in Council for a maximum of two three-year terms. The membership is composed of consumer, provider and local government representatives supported by a small secretariat. Councils are supported by a number of committees composed of council member and community provider and consumer members.

General Classes or Types of Records

Each council maintains separate records including general administrative records as described in Chapter II of this directory. Council records contain information relating to hospital services, long-term care, mental health and addiction services, community and public health services, health promotion, and emergency health services specific to the district served.

Agendas and Minutes from Council and Council Committees

Health Planning Studies

Health Related Demographic Information

New/Expanded Health Services Programs - Proposals,

Review and Evaluation Documentation, Priority Ranking

Profile Information on Health Agencies/Services

Recommendations to the Minister of Health Results of Analysis of Health Service Plans

Special Project and Task Force Reports

Manuals

Issued to council members and staff to provide the policy and procedures that govern the activities of councils and secretariat.

District Health Council Bylaws/Operational Guidelines
District Health Council Administrative Manual

Ministry of Health New/Expanded Health Services Program
Proposal Guidelines

Personal Information Banks

The following common personal information bank as described in Chapter II of this directory is maintained.

Workers' Compensation

Also contain information on the nomination and appointment of members of Council, and on permanent and contract staff.

Council and Committee Nominees

Location: Council offices. Legal Authority: Ministry of Health Act, R.S.O. 1990, c.M.26, s.9. Refer to list at front of this chapter for Order in Council number. Information Maintained: Name, address, telephone number, professional and employment experience, other voluntary and professional associations, languages spoken and ethnic background. Uses: Recruitment or renewal of applications by the ministry for membership to council; monitor status of application. Users: Nomination Committee, council members and staff and staff of the Minister's Office and Health Planning Division of the Ministry of Health. Individuals in Bank: Applicants for District Health Council and committee membership. Retention and Disposal: Not determined.

Council and Committee Members

Location: Council offices. Legal Authority: Ministry of Health Act, R.S.O. 1990, c.M.26, s.9. Refer to list at front of this chapter for Order in Council number. Information Maintained: Name, address, telephone number, professional and employment experience, other voluntary and professional associations, languages spoken and ethnic background. Uses: Process applications for renewal of Order in Council as members of District Health Council by the ministry; monitor status of Order in Council; report on profile of council and committee membership. Users: Nomination Committee, council members and staff of the Minister's Office, and Health Planning Division of the Ministry of Health. Individuals in Bank: Members of District Health Councils and councils' committees. Retention and Disposal: Not determined.

Employment Application Inventory

Location: Council offices. Legal Authority: Ministry of Health Act, R.S.O. 1990, c.M.26, s.9. Refer to list at front of this chapter for Order in Council number. Information Maintained: Name, addresses, letters of application,

resumes, response letters. Uses: Identify potential candidates for job competitions. Users: Council members, Executive Directors, senior staff. Individuals in Bank: Applicants for jobs with councils. Retention and Disposal: Not determined.

Personnel Records

Location: Council offices. Legal Authority: Ministry of Health Act, R.S.O. 1990, c.M.26, s.9. Refer to list at front of this chapter for Order in Council number. Information Maintained: Name, address, work history, record of work attendance, payroll transactions, employee benefits and appraisals of work performance. Uses: Record employee's work history, payroll/benefits transactions, employees performance; identify staff training needs. Users: Management and financial staff, auditors. Individuals in Bank: Full-time, part-time and contract staff of council. Retention and Disposal: Not determined.

DURHAM COLLEGE OF APPLIED ARTS AND TECHNOLOGY

Head

Chair, Board of Governors
Durham College of Applied Arts and Technology
P.O. Box 385
2000 Simcoe Street North
Oshawa, Ontario
L1H 7L7
Telephone: (416) 576-0210

Access

Freedom of Information and Privacy Coordinator
Durham College
P.O. Box 385
2000 Simcoe Street North
Oshawa, Ontario
L1H 7I7
Telephone: (416) 576-0210

A public reading room for the review of manuals and other information is open during the day and evening and is located in the college library, Oshawa.

Mandate

Durham College provides educational services to students and trainees in the areas of post-secondary and continuing education, apprenticeship and skills training.

Organization

Durham College is governed by a Board of Governors appointed by the Ontario Council of Regents and is organized into the following divisions: Administrative, Staff and Student Services; Admissions, Registration and Marketing; Access and Trades; Post-Secondary Programming, and Continuous Learning.

Divisions

The Board of Governors

The board establishes goals and policies for the college and evaluates the results. The board is comprised of 12 external and four internal members. One external member serves as chairperson.

General Classes or Types of Records

Contain information relating to the development of policy, the establishment of goals and objectives for the college and the general direction of college operations.

Bylaws
Minutes of Board and Standing Committees
Policies

Personal Information Banks

The following common personal information bank as described in Chapter II of this directory is maintained.

Board of Governors Membership

President's Office

Appointed by and responsible to the Board of Governors, the President is Chief Executive Officer with full authority to manage and direct the business affairs of the college. The Community Services Coordinator reports directly to the President.

General Classes or Types of Records

Contain information on the management of the college, the coordination of fundraising activities and the provision of information to the public on college affairs.

Manuals

Contain policies on college operations as approved by the Board of Governors.

Durham College Policies Manual

Personal Information Banks

None

Administration and Finance

The division administers and controls all financial matters, cafeterias and facilities. Reporting to the Administrator are the Accounting Department, the Purchasing Office and the Plant Manager.

General Classes or Types of Records

Contain general administration records as described in Chapter II of this directory.

Manuals

Contain information on administrative procedures for college staff.

Durham College Procedures Manual

Personal Information Banks

The following common personal information bank as described in Chapter II of this directory is maintained.

Employee Personnel, Payroll and Benefits Records
(payroll and benefits records only)

Staff Services

The division coordinates the recruitment of staff, maintains employee records, coordinates staff promotions, transfers and terminations, and interprets and implements the collective agreements, grievance procedures and pay equity.

General Classes or Types of Records

Contain information relating to personnel and human resource functions as described in Chapter II of this directory.

Personal Information Banks

The following common personal information banks as described in Chapter II of this directory are maintained.

Employee Personnel, Payroll and Benefits Records
(personnel records only)
Health and Medical Records (employees only)
Job Competitions and Applications
Ombudsman/Human Rights Commission
Professional Development
Teacher Workload Records (Standard Workload Form)
Workers' Compensation

Student Services

The division is responsible for job placement services, and the operations of the fitness complex, the library and the audio-visual department, financial aid, counselling and health services, and vocational assessment.

General Classes or Types of Records

Contain operational records common to community colleges as described in Chapter II of this directory, relating to the enrolment and registration of students and the provision of student services.

Personal Information Banks

The following common personal information banks as described in Chapter II of this directory are maintained.

Co-op, Work Term, Final Job Placements
Graduate and Alumni Records
Library Users Lists
Ontario Student Assistance Program
Scholarships and Awards
Student Appeals (disciplinary, administrative, academic)
Student Applications
Student Athletics and Fitness Programs
Student Registration and Academic History

Admissions, Registration and Marketing

The division is responsible for Admissions, Registration, Marketing, Alumni and Public Relations.

General Classes or Types of Records

Contain operational records common to community colleges relating to the enrolment and registration of students.

Personal Information Banks

The following common personal information banks as described in Chapter II of this directory are maintained.

Graduate and Alumni Records
Student Applications
Student Registration and Academic History

Access and Trades

The faculty administers government-sponsored programs such as the Ontario Training Strategy and the Canadian Job Strategy, and provides a variety of vocational assessment, skills training and academic upgrading programs. The faculty also administers the Innovation Services area (which offers expertise in new business development and expansion), the College Management Centre (which focuses on improving operational efficiency in small business) and Apprenticeship Programs.

General Classes or Types of Records

Contain operational records common to community colleges as described in Chapter II of this directory, relating to the administration of government-sponsored programs.

Personal Information Banks

The following common personal information banks as described in Chapter II of this directory are maintained.

FUTURES Program Applicants and Participants
Innovation Centre Clients, Registrants and Users
Ontario Basic Skills Program Trainees
Ontario Training Incentive Program Trainees
Tests, Examinations and Assessments

Post-Secondary Programming

The division is responsible for offering programming in Journalism; Public Relations; Advertising Administration; Interior Design; Graphic Arts; Early Childhood Education; Food and Beverage Management; General Studies; Business Administration; Legal

Administration; Office Systems; Retail Management; Office Administration; Secretarial Studies; Engineering technology; Industrial; Chemical; Electronic; Mechanical; Food and Drug Technologies; Transport; Nursing Assistant; Dental Assistant; Nursing and Dental Hygiene.

International Training Clients, Registrants and Users
Management Centre Clients, Registrants and Users
Productivity Improvement Centre Clients, Registrants and Users
Tests, Examinations and Assessments

General Classes or Types of Records

Contain operational records common to community colleges relating to the development and delivery of academic programs as described in Chapter II of this directory.

Manuals

Issued to students to provide procedures and guidelines relating to the faculty's programs and courses. Issued to instructors and program chairpersons to provide policies and procedures relating to the delivery of the faculty's academic programs. These manuals are used in all teaching faculties.

Chair's Handbook
Continuing Education Chair's Handbook
Extension Handbook
Instructor's Handbook
Student Handbook

Personal Information Banks

The following common personal information banks as described in Chapter II of this directory are maintained.

Day Care Registrants
Dental Clinic Records
Health and Medical Records (students)
Teacher Workload Records (Standard Workload Form)
Tests, Examinations and Assessments

Continuous Learning

The division is responsible for the Productivity Improvement Centre, Management Centre, International Training and Night School Programming.

General Classes or Types of Records

Contain operational records common to community colleges relating to the development and delivery of academic programs as described in Chapter II of this directory.

Personal Information Banks

The following common personal information banks as described in Chapter II of this directory are maintained.

MINISTRY OF EDUCATION

Head

Minister of Education
22nd Floor, Mowat Block
900 Bay Street
Toronto, Ontario
M7A 1L2
Telephone: (416) 325-2600

Access

Freedom of Information and Privacy Coordinator
Ministry of Education
21st Floor, Mowat Block
900 Bay Street
Toronto, Ontario
M7A 1L2
Telephone: (416) 325-2444



A public reading room for the review of manuals and other information is open during regular office hours on the thirteenth floor of the Mowat Block, 900 Bay Street, Toronto.

Mandate

The ministry establishes the legal and policy framework under which education is delivered in the province. It provides program direction through the issuance of guidelines, develops support materials and evaluates results. The ministry provides both operating and capital grants to school boards in a manner that supports the principle of equality of educational opportunity for students across the province. Through the Education Act, the ministry provides a legal basis for school boards to draw on municipal taxes to assist in funding education. Ministry funding pays the employers' contributions to teachers' pensions and supports various special initiatives. The ministry is also responsible for programs that relate to the basic preparation for, and access to, employment, which includes a broad range of community-based learning activities.

Organization

The ministry is organized into six divisions: Finance and Administration, Corporate Planning and Policy, Learning Programs, Regional Services, The French Language Education Division, and Anti-Racism and Ethno-Cultural Equity Division. Each division reports to an Assistant Deputy Minister. The ministry's programs are carried out by the provincial schools, six regional offices and by services provided by head office.

Divisions

Finance and Administration Division

The Finance and Administration Division comprises seven branches and one unit and is responsible for the administration of human and financial resources, the provision of administrative, financial, audit, information management, data processing and communication services, the application of the Employment Equity Program, the ministry's compliance with the freedom of information and protection of individual privacy legislation, the coordination of French language services and for the provision of administrative computer software for school boards participating in the Educational Computing Network of Ontario (ECNO).

General Classes or Types of Records

Contain information relating to administration, finances, internal audit, information systems, communications services, human resources, development of educational hardware, software and communications network, the provision of software to school boards for various applications, (e.g., student administration, finance, planning and personnel administration).

Educational Computing Network of Ontario (ECNO)
Federal-Provincial Agreement Claims
Miscellaneous Grants (special grants for educational purposes)
Product Support Group
School Board System Services
Student Guidance Information System

Manuals

Issued to staff to provide direction and details on administrative and operational policies and procedures for administration, finance, logistics, and human resources. Provide procedures for the use and maintenance of, and product development for, the ministry's educational computing systems.

Central Records Management Users Guide
Educational Computing Network of Ontario (ECNO)
Financial Information and Accounting
Freedom of Information Administration
French Language Editorial Style Guide
Human Resources Reference Guide for Employee Documentation
Internal Audit
Internal Manual of Administration
Policies and Procedures

Records Management
Style Guide for Editors and Writers of Ministry
Publications
System Standards

Personal Information Banks

The following common personal information banks as described in Chapter II of this directory are maintained.

Career Planning/Training
Central Attendance Recording System (CARS)
Employment Application Inventory
Employment Equity Program
Freedom of Information and Protection of Privacy Act Requests
General Employment History and Payroll Information
Grievances and Applications
Identity/Employee Card
Integrated Payroll, Personnel and Employee Benefits System (IPPEBS)
Job Competitions
Library Users Lists
Medical Information (Personnel)
Ombudsman/Human Rights Commission
Performance Management
Travel/Expense Accounts
Workers' Compensation

Also contain information relating to professional service contracts and financial services.

Contract Payroll

Location: Human Resources Branch. Legal Authority: Public Service Act, R.S.O. 1990, c.P.47; R.R.O. 1980, Reg. 881, s.7(1)(a) and (b). Information Maintained: Social Insurance Number, name, branch, rate of pay, applicable deductions, date of payment, other pertinent data, general correspondence. Uses: Maintain employment record; respond to inquiries. Users: Managers of branches with contract employees, Human Resources staff. Individuals in Bank: Individuals with a fee-for-service contract with the ministry. Retention and Disposal: Six years, then destroyed.

Corporate Planning and Policy Division

The Corporate Planning and Policy Division is responsible for coordinating ministry policy, strategic planning, research and information activities; maintaining liaison with other parts of the Ontario government, with other governments and with education stakeholders for the purpose of developing and implementing education policies; establishing, maintaining and interpreting the

legislative framework for the governance and delivery of education in Ontario; for developing and participating in government-wide policy development activities related to Ontario's role in enhancing educational opportunities for native people in Ontario; developing and administering policy on the funding of education in Ontario and for providing school boards with both operating and capital grants; developing policies and managing the ministry's responsibilities related to the Teachers' Pension Act; and developing a new funding framework for the delivery of education programs, services and facilities provided by school boards in Ontario.

General Classes or Types of Records

Contain information on legislation administered by the ministry, educational liaison, education statistics, education research and analysis, the design and construction of public and separate schools, funding policy, teacher pension policy and general education information.

Architectural Services
Assessment Data (municipal assessment data for school board grants calculations)
Board/School Identification Data Base
Board September Reports
Corporate Issues
Education Funding Policy
Education Research Data
Enrolment Data
Federal-Provincial Agreements
Federal-Provincial Liaison
Interprovincial Liaison
Legislation Development
Library Catalogue
Litigation
Master Identification (MIDENT)
Native Education
Newspaper Clippings and Information Vertical Files
Pupil Enrolment Data
Pupil Transportation Data
Research Proposals
Research Reports
School Boards (estimates, revised estimates and financial statements)
School September Reports
Statistical Tables
Statutory Amendments
Strategic Planning
Teachers' Superannuation

Manuals

Issued to board and school officials as a general guide to the various programs offered by the Ontario Student Leadership Centre. Issued to provide statistical information on Ontario.

Capital Grant Plan

Directory of Statistical Information

Procedures for Operation of Systems and Identification of Statistical Information

School Business Memoranda

Systems User

Uniform Code of Accounts for Ontario School Boards

Personal Information Banks

Contain information relating to research, legislation and litigation, board report, trustees, teachers and students.

Board/School Identification Data Base

Location: Policy Analysis and Research Branch. Legal

Authority: Education Act, R.S.O. 1990, c.E.2, s.11.

Information Maintained: Social Insurance Number, principal's name, degree, location, school, board, municipality, county, regional identification data. Uses: Identify schools, school boards and principals; produce mailing list. Users: Ministry management, school board staff. Individuals in Bank: Principals. Retention and Disposal: Twenty-six years, then transferred to archives.

Boards of Reference

Location: Legislation Branch. Legal Authority:

Education Act, R.S.O. 1990, c.E.2, s.267 to s.277.

Information Maintained: Correspondence, submissions, legal documentation concerning the termination of a teacher's contract and application to a Board of Reference. Uses: Coordinate the Minister's position and response to application to a Board of Reference. Users: Legal counsel for the ministry and ministry management. Individuals in Bank: Teachers whose contracts have been terminated by employer boards of education. Retention and Disposal: Thirty years, then destroyed.

Committees

Location: Policy Analysis and Research Branch. Legal

Authority: Education Act, R.S.O. 1990, c.E.2, s.11.

Information Maintained: Name, trustee status, association affiliation, official language designation. Uses: Identify committee members. Users: Ministry officials. Individuals in Bank: Committee members. Retention and Disposal: Term of membership, then destroyed.

Education Research

Location: Policy Analysis and Research Branch. Legal

Authority: Education Act, R.S.O. 1990, c.E.2,

s.8(1)(24). Information Maintained: Name, research project budgets with personnel costs identified, and curriculum vitae. Uses: Determine competency and eligibility for professional services contracts. Users:

Policy Analysis and Research Branch staff, ministry co-sponsors, steering committee. Individuals in Bank: Professional researchers, editors, writers and translators. Retention and Disposal: Twenty years, then transferred to archives.

School Board Report

Location: Policy Analysis and Research Branch. Legal

Authority: Education Act, R.S.O. 1990, c.E.2, s.11.

Information Maintained: Social Insurance Number, name, degree, title, location, area of responsibility, English/French, sex. Uses: Planning and administration; produce statistical publications and directories. Users: Senior ministry officials. Individuals in Bank: Supervisory officers, other professional staff employed by school boards. Retention and Disposal: Twelve years, then transferred to archives.

School Board Trustees

Location: Policy Analysis and Research Branch. Legal

Authority: Education Act, R.S.O. 1990, c.E.2, s.11.

Information Maintained: Name, number of years as trustee, area represented, home address and telephone number, business telephone for Chair only. Uses: Maintain school board trustee lists; update directories. Users: Ministry officials. Individuals in Bank: Trustees, Chair. Retention and Disposal: Twenty years, then transferred to archives.

Teachers' Certificates -Suspension/Cancellation/Reinstatement

Location: Legislation Branch. Legal Authority:

Education Act, R.S.O. 1990, c.E.2, s.8(1), 13 and

s.11(1). Information Maintained: Correspondence, submission, legal documentation concerning suspension, cancellation, or reinstatement of teachers certificates. Uses: Coordinate the Minister's position and response to certification matters. Users: Legal counsel for the ministry and ministry management. Individuals in Bank: Teachers whose qualifications are under review. Retention and Disposal: Thirty years, then destroyed.

Teaching Staff Report

Location: Policy Analysis and Research Branch. Legal Authority: Education Act, R.S.O. 1990, c.E.2, s.11. Information Maintained: Social Insurance Number, name, date of birth, sex, years of teaching experience, language of instruction, and various indicators. Uses: Analysis of information, aggregate data used in answering information requests, establishing years of teaching experience per individual teacher requests; prepare summaries for management and planning purposes. Users: Registrar Services Section, Professional Development Branch. Individuals in Bank: Teachers, department heads, consultants, principals, vice-principals, and employees in schools. Retention and Disposal: Twenty years, then transferred to archives.

The French Language Education Division

The French Language Education Division is responsible for long-range planning to ensure the continuing development of education programs for students in French language elementary and secondary schools and advises the Minister and Deputy Minister on all matters pertaining to French language elementary and secondary education for francophones; serving the Franco-Ontarian community by exercising leadership in the development implementation and evaluation of policies, programs and services in education; dealing with curriculum development, more specifically in the areas of language, culture and social sciences; establishing and maintaining links with the Franco-Ontarian community education and associations; the French language Consultative Services Program and for special grant allocations for French language school professional development activities, educational student activities, cultural activities and learning materials development; dealing with program support services such as school governance issues, liaising and following-up with regional offices and the central office, provincial reviews in French language schools, Teacher In-service Programs; and dealing with pedagogical excellence and equivalency initiatives.

General Classes or Types of Records

Contain information on all matters relating to the elementary and secondary education of francophones in the province.

Personal Information Banks

Contain information relating to teachers', principals' and coordinators' eligibility for the Full-Time Study Leave and Winter Bursaries Programs.

Full-Time Study Leave and Winter Bursaries Programs

Location: French Language Education Branch. Legal Authority: Education Act, R.S.O. 1990, c.E.2, s.8(1)22. Information Maintained: Name, Social Insurance Number (Winter Bursaries), position (e.g., teacher or principal). Uses: Determine eligibility for the program. Users: Program coordinator. Individuals in Bank: Teachers, principals, coordinators. Retention and Disposal: Seven years, then destroyed.

Learning Programs Division

The Learning Programs Division comprises a secretariat, three centres and five branches. It provides leadership in the development of programs for elementary and secondary schools in Ontario. It directs the ministry's restructuring initiatives, adult and continued education, distance education, special education, provincial schools and basic literacy. It is also responsible for evaluation instruments and the effective use of computer technology.

General Classes or Types of Records

Contain information on the development of education standards and policy, curriculum guidelines, learning materials, special education programs, programs for students and professional development programs for teachers, the administration of provincial schools, and the provision and administration of related programs.

Banque d'instruments de mesure de l'Ontario

Book Purchase Plan

Circular 14 Textbooks (approved textbooks for teachers' use)

Client and Project Files

Communications Plans

Computers in Education Vendors' Contracts

Contact North

Copyright Releases

Correspondence Courses

Curriculum Guidelines

Curriculum Support (documents/materials, record of development)

Demonstration Schools

Delivery Organization Files

Exchange Programs (teacher)

French Language Fund Learning Materials

General Program Operations

Hosting and Summer Seminars

Letters of Agreement

Literacy Grant Files

Multilevel Courses

Native Affairs

Ontario Assessment Instrument Pool
 Ontario Educational Software Industry
 Ontario Scholarships
 Ontario Secondary School Diplomas
 ONTERIS - Bibliographic Data Bases of Documents and Learning Materials
 ONTERIS - Terminology Data Base
 Principals' Courses - Policies and Procedures
 Private Scholarships
 Private Schools
 Private Schools Inspection Report
 Provincial Assessment of Various Educational Areas
 Provincial Schools
 Records and Reports (re colleges of applied arts and technology seat purchases)
 Religious Education
 Research, Reports and Statistical Information
 School Attendance
 Schools for Blind and Deaf
 Special Days Events at Schools
 Special Education
 Student Guidance Information System
 Student Information System (including graduates and Ontario Scholars)
 Student Leadership Program
 Supervisory Officer's Oral and Written Examination
 Teachers' Qualifications - Policies and Procedures

Manuals

Issued to provide details on policies and procedures related to curriculum activities and other divisional functions.

Care and Treatment of Children with Special Needs, 1982
 Circular 14 Textbooks - Policies and Practices
 Curriculum Development Procedures
 Educational Software Documentation, Standards and Guidelines
 Experience Program (summer job service for students)
 Independent Learning Centre - Associate Teacher Handbook
 Independent Learning Centre - Author's Manual
 Independent Learning Centre - Course Guide
 Independent Learning Centre - Identifiable Group Facilitator Handbook
 Independent Learning Centre - Institution Liaison Handbook
 Independent Learning Centre - Sales Catalogue
 Independent Learning Centre - Student Guide
 Ontario Basic Skills/Ontario Basic Skills in the

Workplace
 ONTERIS Collections Policies
 ONTERIS Data Entry
 ONTERIS FDT Conventions
 ONTERIS ISIS 4.5 Search
 ONTERIS Microfiche Procedures and Policies
 ONTERIS ONED Search Aid
 ONTERIS Subject Descriptors
 Special Education Information Handbook, 1984
 Special Project Fund
 Special Support Allowance
 Teacher Exchange

Personal Information Banks

Contain information relating to the assessment of students' and teachers' credentials, eligibility for special programs, enrolment in provincial schools, proof of school attendance in closed private schools and training schools, and proof of date of birth. Also contain information on students applying to or enrolled in correspondence courses at the Independent Learning Centre and records of teachers working under agreement with the centre.

Associate Teacher Records

Location: Independent Learning Centre. Legal Authority: Education Act, R.S.O. 1990, c.E.2, s.8(1). Information Maintained: Teacher's name, home and school addresses and telephone numbers, qualifications, employment history, education, associate teacher number, references, students' and education officers' opinions of the teacher. Uses: Record eligibility for employment; teacher assessment; record terms of agreement. Users: Branch education officers. Individuals in Bank: Teachers working under agreement as associate teachers, test supervisors, teletutors. Retention and Disposal: Seven years after termination, then destroyed.

Attendance Cases

Location: Outreach Branch and regional offices. Legal Authority: Education Act, R.S.O. 1990, c.E.2, s.24. Information Maintained: Name, address sex, age, attendance records, report of visitations, referral to other agencies, transcripts of legal inquiries, court judgment, medical certificates, personal letters and associated correspondence. Uses: Adjudicate attendance cases to ensure the attendance of school-age children in an educational program. Users: Outreach Branch staff, Provincial School Attendance Counsellors, school board attendance counsellors, and social workers. Individuals in Bank: Children, young persons who are chronic non-

attenders, parents, employers. Retention and Disposal: Retained until case is completed plus 10 years in Records Centre, then transferred to archives.

Certificate Review Advisory Committee - Statement of Teachers' Certificates

Location: Special Education and Provincial Schools Branch. Legal Authority: Education Act, R.S.O. 1990, c.E.2, s.8(1)13, 10(a). Information Maintained: Correspondence, submission, psychiatric reports, legal documentation concerning suspension, cancellation and reinstatement of teachers' certificates, Certificate Review Advisory Committee reports to the Minister. Uses: Advise Minister on reinstatement of teachers' certificates. Users: Legal counsel for the ministry and ministry management. Individuals in Bank: Persons whose teachers' certificates have been suspended or cancelled and who have applied to the Minister for reinstatement. Retention and Disposal: Seventy-five years, then destroyed.

Closed Juvenile/Adult Training Schools

Location: Centre for Teacher Education. Legal Authority: Education Act, R.S.O. 1990, c.E.2; R.R.O. 1980; federal-provincial agreement. Information Maintained: Student's records, name, age, sex. Uses: Issue transcripts of marks or diplomas; record proof of school attendance; occasionally provide proof of date of birth. Users: Registrar Services staff and secondary schools in Ontario. Individuals in Bank: Students attending training schools. Retention and Disposal: Fifty-five years, then transferred to archives.

Closed Private Schools

Location: Centre for Teacher Education. Legal Authority: Education Act, R.S.O. 1990, c.E.2; R.R.O. 1980, Reg. 271, s.24. Information Maintained: Name, age, sex, identification number. Uses: Issue transcripts of marks and duplicate diplomas; occasionally provide proof of age. Users: Registrar Services staff, and secondary schools in Ontario. Individuals in Bank: Students attending closed private schools. Retention and Disposal: Fifty-five years, then transferred to archives.

Demonstration Schools - Applicants

Location: Demonstration schools. Legal Authority: Education Act, R.S.O. 1990, c.E.2, s.13. Information Maintained: Name, age, sex, address, telephone number, education, medical information, blood type, psychological tests, views/opinions, identifying number, religion, financial information, correspondence. Uses: Determine eligibility and suitability for admission. Users:

School administrators, teachers, education officers in Special Education and Provincial Schools Branch. Individuals in Bank: Applicants. Retention and Disposal: Fifty-five years, then transferred to archives.

Demonstration Schools - Special Education

Location: Demonstration Schools. Legal Authority: Education Act, R.S.O. 1990, c.E.2, s.13. Information Maintained: Name, age, sex, address, telephone number, Ontario student records, student psychological and physical information, releases signed by parents, correspondence. Uses: Document the operations of special education within the schools. Users: Education Officers and teachers. Individuals in Bank: Students. Retention and Disposal: Fifty-five years, then destroyed.

Exchange Programs (Teacher)

Location: Centre for Teacher Education. Legal Authority: Education Act, R.S.O. 1990, c.E.2, s.21. Information Maintained: Name, sex, age, address, telephone number, OHIP number, religion, country of birth, citizenship, education, medical information, teaching assignment information, accommodation information. Uses: Determine eligibility of teachers; match with appropriate exchange educator in exchange country. Users: Branch staff, Canadian League for Education Exchange. Individuals in Bank: Applicants. Retention and Disposal: Current plus 10 years in Records Centre; select files transferred to archives.

Independent Learning Centre - Student Records

Location: Independent Learning Centre. Legal Authority: Education Act, R.S.O. 1990, c.E.2, s.8(1)17. Information Maintained: Name, address, telephone number, sex, age, student number, marital status, education, national origin, medical information, transcripts, employment status, student tests. Uses: Determine eligibility for enrolment; evaluate requirements for secondary school diploma. Users: Branch administrative staff, Registrar Services Unit staff. Individuals in Bank: Individuals enrolled in the Independent Learning Centre program. Retention and Disposal: Information retained on line for three years after final activity; archived record of marks retained on site for 55 years, then destroyed.

Official Languages Monitor Program

Location: Curriculum Policy Development Branch. Legal Authority: Education Act, R.S.O. 1990, c.E.2, s.8(1)(22)(a). Information Maintained: Name, address, telephone number, sex, age, Social Insurance Number citizenship. Uses: Determine eligibility for candidates.

Users: Program staff. Individuals in Bank: Post-secondary students. Retention and Disposal: Current plus 10 years, then transferred to archives.

Ontario Assessment Instrument Pool/Banque d'instruments de mesure de l'Ontario - Contracts and Resumes

Location: Learning Assessment Branch. Legal Authority: Education Act, R.S.O. 1990, c.E.2, s.8(1)24.

Information Maintained: Name, home and school addresses, telephone numbers, sex, age, marital status, education, qualifications, employment history, identification number (Social Insurance Number). Uses: Determine eligibility for awarding of contracts and as members of Subject Advisory Groups (SAG). Users: Learning Assessment Branch staff and Financial Services Branch (access only contract files). Individuals in Bank: Education organizations, universities, teachers, principals, education officers. Retention and Disposal: Varies - 10 to 15 years, then transferred to archives.

Ontario Scholars

Location: Centre for Teacher Education. Legal Authority: Education Act, R.S.O. 1990, c.E.2, s.19(e).

Information Maintained: Name, sex, date of birth, ministry identification number, education. Uses: Determine eligibility for an Ontario Scholarship. Users: Staff of Centre for Teacher Education, Policy Analysis and Research Branch, Development Branch, Financial Services Branch, Ministry of Treasury and Economics and Ontario Universities' Application Centre. Individuals in Bank: Secondary school students. Retention and Disposal: Sixty years, then transferred to archives.

Private Scholarships

Location: Centre for Teacher Education. Legal Authority: Education Act, R.S.O. 1990, c.E.2, s.17; wills of benefactors designating the Ministry of Education as custodian of trust funds. Information Maintained: Name, education, sex. Uses: Request cheques for eligible (recommended) students from various trust accounts. Users: Staff of Centre for Teacher Education, Financial Services Branch. Individuals in Bank: Elementary and secondary students or first-year university students recommended by their schools for private scholarships. Retention and Disposal: Four years, then transferred to archives.

Provincial Review Committee for Vocational Rehabilitation Services/Learning Disabled Placements
Location: Special Education and Provincial Schools branch. Legal Authority: Vocational Rehabilitation Services Act, R.S.O. c.V.5, s.2, 7(1), 8 and Education Act R.S.O. 1990, c.E.2, s.8(3). Information Maintained: Name, address, date of birth, file number, disability, correspondence with parents, services provided, cost of services, psychological and educational assessments, legal agreements with parents, related correspondence and documentation. Uses: Record eligibility for funding and authorized expenditures. Users: Senior management. Individuals in Bank: Children receiving financial assistance to attend private education facilities. Retention and Disposal: Not determined.

Schools For the Blind and Deaf - Student Records

Location: Individual schools. Legal Authority: Education Act, R.S.O. 1990, c.E.2, s.13(7). Information Maintained: Name, address, telephone number, sex, age, education, medical information, psychological tests, views/opinions, identifying number, religion, blood type, financial information. Uses: Determine eligibility for enrolment; establish a program; deal with medical emergencies; respond to correspondence regarding students. Users: Branch education officers, school officials, teachers of enrolled students. Individuals in Bank: Students attending schools for the blind and/or deaf. Retention and Disposal: Fifty-five years, then transferred to archives.

Student Information System

Location: Centre for Teacher Education. Legal Authority: Education Act, R.S.O. 1990, c.E.2; R.R.O. 1980, Reg. 262, clause 12(3)(i). Information Maintained: Name, sex, date of birth, identification number, citizenship status, first language, date of entry into Canada, school registrations, course results, diplomas and awards. Uses: Determine eligibility for diplomas, Ontario Scholarships, college and university entrance, statistical data and occasional proof of age. Users: Staff of Centre for Teacher Education, Policy Analysis and Research branches, Ontario Universities' Application Centre and Ministry of Colleges and Universities. Individuals in Bank: Secondary school students, Ontario scholars and Ontario graduates. Retention and Disposal: Fifty-five years, then transferred to archives.

Supervisory Officers' Oral and Written Examinations

Location: Centre for Teacher Education. Legal Authority: Education Act, R.S.O. 1990, c.E.2; R.R.O. 1980, Reg. 276. Information Maintained: Name, telephone number, Social Insurance Number, employment history, education. Uses: Determine eligibility of candidates. Users: Staff of Centre for Teacher Education. Individuals In Bank: Candidates for supervisory officers' examinations. Retention and Disposal: Ten years, then transferred to archives.

Teacher Information

Location: Centre for Teacher Education. Legal Authority: Education Act, R.S.O. 1990, c.E.2; Ontario Teacher's Qualifications, R.R.O. 1980, Reg. 269. Information Maintained: Name, address, telephone number, sex, age, Social Insurance Number, employment history, education, medical information, views/opinions, correspondence and teacher training transcripts for ministry training programs. Uses: Determine eligibility for certification, equivalent standing; update qualifications, issue teaching documents; statistical data. Users: Staff of Centre for Teacher Education, school boards, Policy Analysis and Research Branch. Individuals in Bank: Certified teachers, applicants for Ontario teacher certification. Retention and Disposal: Varies - 10 years or to age 80 or upon death of applicant, then destroyed; select files to archives.

Regional Services Division

The Regional Services Division comprises the Youth Employment Services Branch and six regional offices. It is responsible for the delivery and supervision of programs and ministry policies to school boards and provides basic employment preparation and access programs for youth.

General Classes or Types of Records

Contain information on the operation of private schools, the design and construction of public and separate schools, funding policy and the development and administration of the youth employment program.

Agreements for Care and Treatment of Special Needs Children
Communications Plans
Cooperative Review
Delivery Organization Files
Educational Computing Network for Ontario (ECNO)
French as a First and Second Language
General Program Operations
Letters of Agreement

Native Education

Principals' Courses - Policies and Procedures
Private Schools
Private Schools Inspection Report
Program History/Legislation/Reviews
Provincial Assessment of Various Educational Areas
Provincial Youth Employment Program
Regional Administration
Research, Reports and Statistical Information
School Attendance
Youth Programs Conference Reports
Youth Trusts (by community)

Manuals

Issued to provide procedures related to divisional functions.

Administrative Guide for Ministry Supervisory Officers (Northwestern Region)
Capital Grant Plan
Consultation: A Six Stage Process
Correspondence
Cooperative Evaluation and Development of School Systems (CEDSS)
Curriculum Manual for Northern Regional Office
Elementary Summer School Programs (Eastern Region)
FUTURES Guidelines
Monitoring the Implementation of Curriculum
Non-Guideline Course Approval (Western Region)
Orientation Manuals (Eastern, Midnorthern and Western Regions)
Principals' Courses - Policies and Procedures
Private Schools Inspection Manual (Eastern and Western Regions)
Regional Seminar Leader Responsibilities (Eastern Region)
School Business Memoranda
Summer School Approval Process
Task Descriptions for Northwestern Regional Office
Uniform Code of Accounts for Ontario School Boards

Personal Information Banks

Contain information relating to general legislative grants, policies on education and private schools.

Experience Program

Location: All regional offices. Legal Authority: Education Act, R.S.O. 1990, c.E.2, s.24(1). Information Maintained: Name, address, telephone number, sex, age, Social Insurance Number, citizenship status, education. Uses: Determine eligibility of candidate to participate in program. Users: Program personnel, education officers

in regional offices, school board staff. Individuals in Bank: Secondary and post-secondary student applicants. Retention and Disposal: Current plus 10 years in Records Centre; select files transferred to archives.

Home Schooling Reports

Location: Regional offices. Legal Authority: Education Act, R.S.O. 1990, c.E.2, s.25 to s.31. Information Maintained: Name, address, telephone number, qualifications, employment history, education, associate teacher number, references, students' and education officers' opinions of teachers. Uses: Ensure that students not registered with board or private schools are being educated. Users: Staff of regional offices, Supervisory Services Unit, Program Implementation and Review Branch, boards of education, Legislation Branch, parents and students. Individuals in Bank: Students. Retention and Disposal: Five years, then destroyed.

Letters of Permission

Location: Regional offices. Legal Authority: Education Act, R.S.O. 1990, c.E.2, s.8(1)(10); R.R.O. 1980, Reg. 269, s.49 (a), (b), (c) and (d). Information Maintained: Individual's/school board name, Social Insurance Number, teaching area to be assigned, name of school, effective dates, date of approval. Uses: Permit school boards to use an uncertified person in a teaching capacity. Users: Staff of regional offices and school board officials. Individuals in Bank: Unqualified teachers. Retention and Disposal: Three years, then destroyed.

Ontario Youth/Training Hotline

Location: Youth Employment Branch. Legal Authority: Education Act, R.S.O. 1990, c.E.2, s.8(1); Orders in Council 701/85 and 916/85. Information Maintained: Name, address, telephone number, sex, age, education level, language spoken, employment history, size and type of employer, number of vacancies. Uses: Decide program eligibility; refer caller to delivery agencies; assist in solving problems; provide statistical information on program effectiveness. Users: Hotline staff. Statistics only to administrative branch and program specialists. Individuals in Bank: Youth, unemployed persons under the age of 25, employers, journeymen, general trainees, apprentices and non-profit organizations seeking employment information on a wage-subsidy program. Retention and Disposal: From three to four years, then destroyed or transferred to archives.

Personalized Special Instructional Equipment

Location: Regional offices. Legal Authority: Education Act, R.S.O. 1990, c.E.2, s.11(1); O. Reg. 98/88, s.1. Information Maintained: Student's/school board name, date of application, date of birth, type of equipment requested, cost, board's opinions, ministry's determination of approval/denial, medical determination of need and purchase requisition. Uses: Provide specialized equipment for classroom use. Users: Staff of regional offices and school board officials. Individuals in Bank: Students. Retention and Disposal: Seven years, then destroyed.

Private Schools (inspected, non-inspected, closed)

Location: Regional offices. Legal Authority: Education Act, R.S.O. 1990, c.E.2, s.16(1-9); R.R.O. 1980, Reg. 271, s.1 to s.36. Information Maintained: Private school inspection reports, records of private school visits, teachers' evaluation reports, organization charts, enrolment data, students' names and numbers, notice of intent to operate, students' grades, teachers' qualifications, correspondence, teachers' timetables. Uses: Assist the regional office in the evaluation and inspection of private schools; maintain data concerning the closure of private schools; grant or withhold schools' authority to issue diplomas. Users: Staff of regional offices, Supervisory Services Unit, Centre for Teacher Education, Minister's Office, and Legislation Branch. Individuals in Bank: Teachers and administrators. Retention and Disposal: Five years, then destroyed.

Private Schools (new)

Location: Learning Assessment Branch and regional offices. Legal Authority: Education Act, R.S.O. 1990, c.E.2, s.8(1)(24). Information Maintained: Copies of notices of intention to operate a private school, inspection reports, list of private schools and policies documentation. Uses: Record the provision of inspection services and the interpretation of Ontario education standards and policies with respect to private schools. Users: Educational institutions, regional office and branch staff. Individuals in Bank: Teachers, students, parents. Retention and Disposal: Ten years, then transferred to archives.

Program in Lieu of a Provincial Services

Location: Regional offices. Legal Authority: Education Act, R.S.O. 1990, c.E.2, s.13; O. Reg. 98/88, s.15. Information Maintained: Name, sex, age, eligibility of pupils, program description, qualification of teachers, IPRC determination. Uses: Determine approval for

funding. Users: Education officers, staff of Special Education and Provincial Schools Branch. Individuals in Bank: Teachers and students. Retention and Disposal: Two years, then destroyed.

School Attendance Cases

Location: Regional offices. Legal Authority: Education Act, R.S.O. 1990, c.E.2, s.21 and s.25 to s.31. Information Maintained: Name, date of birth, age, sex, name and age of siblings, parents' names, telephone number, address, medical information, psychological reports, transcripts of hearings, tribunals, IQ test results, copies of summons. Uses: Report on home instruction procedures implemented by parents to determine if student is receiving adequate educational opportunities; attendance investigations. Users: Staff of regional offices, Program Implementation and Review Branch, boards of education, Legislation Branch and Minister's Office, parents and students. Individuals in Bank: Students. Retention and Disposal: Four years, then destroyed.

Temporary Letter of Approval

Location: Regional offices. Legal Authority: Education Act, R.S.O. 1990, c.E.2, s.8(1); R.R.O. 1980, Reg. 269, s.50(a) and (b). Information Maintained: Teacher's/school board name, certification, Social Insurance Number, positions, date of application and effective dates. Uses: Permission to use a certified teacher in a specified area where additional credentials are not held. Users: Staff of regional offices, school and ministry officials. Individuals in Bank: Teachers. Retention and Disposal: Three years, then destroyed.

Affiliated Agencies

Advisory Council on Special Education

The Advisory Council on Special Education helps ensure that the ministry's work in special education is tailored to specific needs of that field. The council represents parents, professionals and school board associations such as the Ontario Association for Community Living, the Learning Disabilities Association of Ontario, the Ontario Association for Bright Children, the Easter Seal Society, the Council for Exceptional Children, the Ontario Council of Administrators of Special Education, Ontario Association of the Deaf, Views for the Visually Impaired, Ontario Association of Children's Mental Health Centres, Ontario Association of Speech-Language Pathologists and Audiologists, the Ontario Advisory Council for Disabled Persons, the Ontario Psychological Association, the Ontario Association of Professional

Social Workers, the Ontario Catholic Supervisory Officers' Association, the Ontario Association of Education Administrative Officials, the Ontario Separate School Trustees Association, Association française des Conseils Scolaires de l'Ontario, the Association des surintendants franco-ontariens, the Ontario Teachers' Federation and the Ontario Medical Association.

General Classes or Types of Records

Contain annual reports to the Minister on policy matters related to special education.

Personal Information Banks

None

Council for Franco-Ontarian Education

The Council for Franco-Ontarian Education is an advisory body to the Ministers of Education and Colleges and Universities. It advises the Ministers on all matters concerning French language education at the elementary, secondary and post-secondary levels.

General Classes or Types of Records

Contain correspondence and materials from boards and other jurisdictions.

Personal Information Banks

None

Education Relations Commission

The Education Relations Commission, established in 1975, administers the collective bargaining process between teachers and school boards, furthering harmonious relations; monitors and assists in negotiations; supervises voting by teachers; and advises the Lieutenant Governor in Council when a strike or lockout jeopardizes students' education.

General Classes or Types of Records

Contain agreements between teachers and school boards, records of negotiations, strikes and general relations between teachers and school boards.

Manuals

Issued to teachers, school boards, negotiators and arbitrators to provide procedures to be used in all work-related situations.

Policies, Procedures and Forms

Personal Information Banks

None

Languages of Instruction Commission of Ontario

The Languages of Instruction Commission mediates disputes between school boards sections, school boards and language advisory committees over the provision of education programs to official language (French or English) minority groups.

General Classes or Types of Records

Contain the case records of affected school boards.

Personal Information Banks

None

Ontario Special Education Tribunals

The tribunals provide a final avenue of appeal for parents who disagree with recommendations of the Identification, Placement and Review Committee (IPRC), for either the identification of a pupil as an exceptional pupil or the placement of an exceptional pupil in a special education setting.

General Classes or Types of Records

Contain written determinations of the tribunal.

Personal Information Banks

None

Planning and Implementation Commission

The Planning and Implementation Commission advises the Minister on the implementation of government policy related to a publicly funded Roman Catholic Separate School system.

General Classes or Types of Records

Contain background materials and public submissions related to recommendations and plans.

Personal Information Banks

None

Provincial Schools Authority

Established under the Provincial Schools Negotiations Act, 1975, the Provincial Schools Authority, acting as a school board, employs teachers in education programs operated by the ministries of Correctional Services, Education and Health. It negotiates the terms of and administers the collective agreement governing the employment of these teachers.

General Classes or Types of Records

None

Personal Information Banks

Contain information relating to teachers' grievance, divestment and request for leaves of absence correspondence, medical records and letters of surplus staff.

Provincial Schools Authority

Location: Human Resources Branch. Legal Authority: Provincial Schools Negotiations Act, R.S.O. 1990, c.P.35, s.4(1). Information Maintained: Letters of surplus staff, divestments to school boards correspondence, requests for educational leaves of absence, submissions, legal documentation concerning an employee grievance. Uses: Coordinate the authority's position in response to grievances. Users: Legal counsel for the authority, members of the authority. Individuals in Bank: Members of the Federation of Provincial Schools Authority Teachers. Retention and Disposal: Twenty years, then destroyed.

The Teacher Education Council, Ontario

The council advises the ministers of Education and Colleges and Universities on all aspects of teacher education.

General Classes or Types of Records

Contain general information and administrative records.

Personal Information Banks

None

MINISTRY OF ENERGY

Head

Minister of Energy
12th Floor, 56 Wellesley Street West
Toronto, Ontario
M7A 2B7
Telephone: (416) 327-2940

Access

Freedom of Information and Privacy Coordinator
Ministry of Energy
10th Floor, 56 Wellesley Street West
Toronto, Ontario
M7A 2B7
Telephone: (416) 327-1221



A public reading room for review of manuals and other information is open during regular office hours in the Information Resource Centre on the tenth floor at 56 Wellesley Street West, Toronto.

Mandate

The Ministry of Energy ensures that Ontario has an adequate and secure supply of energy that meets the needs of Ontario residents, institutions, businesses and industries at reasonable prices in a manner consistent with the protection of the environment. To fulfil this responsibility the ministry works with other ministries, agencies of the government and with the energy sector.

Organization

The ministry is organized into two divisions: Policy Development and Coordination, and Programs and Technology. In addition, three branches: Legal Services, Communications and Finance and Administration, report to the Deputy Minister.

Divisions

Legal Services Branch

Counsels the ministry on legal matters including the interpretation of statutes and regulations and the preparation and review of proposed legislation, regulations and other legal documents. Also represents the ministry before tribunals and provides other general legal services.

General Classes or Types of Records

Contain legal records as described in Chapter II of this directory with the following addition.

National Energy Board Hearings

Personal Information Banks

None

Communications Branch

Provides communications services for the ministry.

General Classes or Types of Records

Contain general administration and operations records as described in Chapter II of this directory in addition to the following.

French Language Services

Media Relations

Public Relations

Publications

Seminars, Workshops and Conferences

Trade Shows and Special Events

Personal Information Banks

None

Finance and Administration

The branch provides services to support effective management of the ministry's resources and comprises Financial Services, Audit and Evaluation, Contract Administration, Information Systems and Resources, and Staff Services. Personnel services are provided by the Ministry of Treasury and Economics.

General Classes or Types of Records

Contain general administration and operations records as described in Chapter II of this directory.

Manuals

Used by Staff Services staff in delivering administrative support services.

Staff Services Procedures

Personal Information Banks

Contain the following common personal information banks as described in Chapter II of this directory.

Career Planning/Training

Central Attendance Recording System (CARS)

Employment Application Inventory

Employment Equity Program

General Employment History and Payroll Information

Grievances and Applications
Identity/Employee Card
Integrated Payroll, Personnel and Employee Benefits System (IPPEBS)
Job Competitions
Library Users Lists
Medical Information (Personnel)
Ombudsman/Human Rights Commission
Performance Management
Travel/Expense Accounts
Workers' Compensation

Policy Development and Coordination Division

The Policy Development and Coordination Division monitors energy developments, identifies emerging issues and proposes strategies and policies that will ensure adequate access to reasonably priced energy supplies for Ontario. It conducts and coordinates research and analysis; and develops policies on environmental impacts of energy, improving efficiency in the use of energy, energy supply and demand, and pricing for all forms of energy.

The division advises the Minister and Deputy Minister on long-term corporate policy objectives and initiatives. It also collects and analyzes information on the local, provincial, national and international energy scene and provides energy sector advice to the Ontario government. The division consists of the following sections: Policy Coordination, Oil and Gas, Electricity, Economics and Forecasts, and Conservation and Strategic Issues.

General Classes or Types of Records

Contain information and data relating to energy policy development.

Companies and Utilities (operations, financing, rates)
Consumer Service
Corporate Issues
Crude Oil
Development of Alternative Fuels
Electricity Policy
Energy and Economic Analyses and Forecasts
Energy and Environment
Energy Efficiency and Conservation Policy
Energy Contingency Planning
Energy Planning (including generating plants, transmission lines)
Energy Policy
Energy Supply, Demand and Pricing Analyses (by energy type - electricity, natural gas, oil products, coal,

etc.; by sector - residential, commercial, industrial, transportation)
Energy Taxes
Energy Technology Policy
Energy Utilization
Environmental Issues (acid rain, greenhouse gases, nuclear health and safety, nuclear waste policy)
Federal-Provincial Liaison
Hydroelectric Development
Native Affairs re Energy Issues
Natural Gas
Nuclear Stations (operations, planning, safety)
Petrochemicals
Petroleum Refining Industry
Regional Analysis (including remote/northern)
Regulatory Issues
Transportation of Energy (pipelines, electricity)

Personal Information Banks

None

Programs and Technology Division

Develops programs and activities to encourage the development and use of energy efficiency, demand management and alternative energy options. The division maintains expertise and awareness in energy technologies, equipment, processes and services, and provides assistance to government, municipalities, industry and the public. Management of programs, provision of information and advice, and administration of the Energy Efficiency Act and its regulations are the responsibility of operational sections: Industry, Research and Development, Energy Efficiency and Building Energy Use.

General Classes or Types of Records

Contain information and data on energy-efficient commercial/institutional, industrial, and transportation equipment, processes, and management.

Advanced Energy Systems
Alternative and Renewable Energy Technology
Biotechnology
Building Systems
Cogeneration (steam and electricity)
Consumer/Residential Programs
Electric Vehicles
Electrotechnology
Energy Codes and Standards
Energy Conservation and Management
Energy Education

Ministry of Energy (ENERGY)

Energy Equipment and Processes
Energy From Waste
Energy Technology Development and Transfer
Energy Use
Fuel Conversions
Fuels and Fuels Research
Heating Systems
Industrial Energy Technology
Parallel Generation
Public Institution Programs
Small Hydro
Transportation Energy Technology
Transportation Fuels

Personal Information Banks

None

Affiliated Agencies

Board of Valuation

In cases of dispute, the Board of Valuation determines compensation for damage to private property caused by Ontario Hydro.

General Classes or Types of Records

Contain claim files.

Personal Information Banks

None

Ontario Energy Board

The Ontario Energy Board has jurisdiction over energy-related matters including regulation of natural gas rates, municipal franchise approvals, hydrocarbon pipeline construction and related environmental concerns, expropriation for utility access; and control of utility accounting procedures.

General Classes or Types of Records

Contain applications, hearings, and decisions of the board with supporting documentation.

Energy Board Decisions
Energy Board Orders
Energy Board Rate Orders
Energy Board Reports
Facilities Orders
Transmission Pipeline Orders
Uniform Accounting Orders

Personal Information Banks

None

NOTE: The OEC is a schedule II agency, but it is very small and the Ministry of Energy provides FOI services.

Ontario Energy Corporation

The Ontario Energy Corporation was established to invest or otherwise participate in energy in Ontario. The corporation is currently focusing on energy project joint ventures energy management initiatives, business development and associated human development activities in Northern Ontario areas and Ontario's Native communities. The corporation retains a 14 percent equity interest in Suncor.

General Classes or Types of Records

Contain general administration and financial information, and the following.

Native Communities/Northern Energy Development
Suncor Inc.

Personal Information Banks

None

MINISTRY OF THE ENVIRONMENT

Head

Minister of the Environment
15th Floor, 135 St. Clair Avenue West
Toronto, Ontario
M4V 1P5
Telephone: (416) 323-4360

Access

Coordinator
Environment Ontario
Freedom of Information and Privacy
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A public reading room for the review of manuals and other information is open during regular office hours on the main floor at 135 St. Clair Avenue West, Toronto.

In addition, public reading rooms are located at each regional office. Refer to Government of Ontario Telephone Directory for addresses.

Mandate

The ministry is responsible for achieving and maintaining a quality of the environment, including air, water and land, that will protect human health and the ecosystem and will contribute to the well-being of the people of Ontario.

Organization

The ministry's head office is in Toronto. The ministry is organized into five divisions, 18 branches and six regions. Programs are administered and services provided to the public by head office and 25 field offices.

Divisions

Office of the Deputy Minister

Responsible for the overall management of the ministry, internal planning and resource allocation. Reporting to the office are the ministry's five divisions (Corporate Resources, Environmental Planning and Prevention, Environmental Sciences and Standards, Policy Development and Intergovernmental Relations, Regional

Operations) as well as the Legal Services Branch, Public Affairs and Communications Services, and the Waste Reduction Office.

General Classes or Types of Records

Contain information relating to overall management and planning.

Associations
Committees
Councils and Boards
Environmental Monitoring and Surveillance

Personal Information Banks

None

Public Affairs and Communications Services

This branch provides information on the ministry's policies and programs to the public, interest groups and the media. It establishes communications policy for the ministry and advises branches and regions on communications programs.

General Classess or Types of Records

Contain information on the planning, development and production of all print and audio-visual materials prepared to provide the media, general public and ministry interest groups with information on the policies, programs and activities of the ministry.

Personal Information Banks

None

Legal Services Branch

Prepares legislation, regulations, Orders in Council and briefs for tribunal work and prosecutions; represents the ministry before courts and boards; provides advice on legal interpretations of statutes affecting ministry operations; and advises on or drafts ministry contracts and agreements.

General Classes or Types of Records

Contain information relating to legislation and legislative acts relevant to the ministry as well as advice provided to program and support branches.

Personal Information Banks

The following common personal information bank as described in Chapter II of this directory is maintained.

Litigation Files

Also contain correspondence, investigations, names of offenders violating environmental legislation, and procedures. Used for general administrative and enforcement purposes.

Agreement Files

Location: Legal Services Branch. Legal Authority: Ministry of the Environment Act, R.S.O. 1990, c.M.24, s.4. Information Maintained: Name, address, agreements, legal opinions, procedures, related correspondence. Uses: Develop ministry agreements for financial and/or administrative services. Users: Branch solicitors and appropriate ministry staff. Individuals in Bank: Individuals who are party to agreements with the ministry. Retention and Disposal: 22 years, then destroyed.

Claims Against the Crown Files

Location: Legal Services Branch. Legal Authority: Ministry of the Environment Act, R.S.O. 1990, c.M.24, s.4. Information Maintained: Name, address, telephone number, transcripts, judgements, related correspondence. Uses: Resolve land claims; record action against the ministry. Users: Branch solicitors and appropriate ministry staff. Individuals in Bank: Individuals or claimants initiating a suit. Retention and Disposal: Twenty-four years, then transferred to archives.

Claims Files

Location: Legal Services Branch. Legal Authority: Ministry of the Environment Act, R.S.O. 1990, c.M.24, s.4. Information Maintained: Name, address, reports, claims, minutes of meetings, legal opinions, settlements, arbitrations, related correspondence. Uses: Record information and events in respect of legal handling of claims. Users: Branch solicitors and appropriate ministry staff. Individuals in Bank: Individuals making claims. Retention and Disposal: Twenty years, then transferred to archives.

Hearings Files

Location: Legal Services Branch. Legal Authority: Ministry of the Environment Act, R.S.O. 1990, c.M.24, s.4. Information Maintained: Name, address, notices, transcripts, legal opinions, judgments, related correspondence. Uses: Investigate, develop and conduct ministry hearings. Users: Branch solicitors and appropriate ministry staff. Individuals in Bank: Individuals who have been principal party before the board. Retention and Disposal: Twenty-four years, then transferred to archives.

Orders Files

Location: Legal Services Branch. Legal Authority: Environmental Protection Act, R.S.O. 1990, c.E.19, s.19(2). Information Maintained: Name, address, telephone number, recommendations to issue orders and supporting documents (violation notices and inspection reports), copy of orders, inspection reports, legal opinions, related correspondence. Uses: Investigate, develop and conduct ministry issuance of orders. Users: Branch solicitors and appropriate ministry staff. Individuals in Bank: Individuals to whom orders have been issued. Retention and Disposal: Twenty-four years, then transferred to archives.

Prosecution Files

Location: Legal Services Branch. Legal Authority: Ministry of the Environment Act, R.S.O. 1990, c.M.24, s.4. Information Maintained: Defendant's name, address, telephone number. Uses: Investigate, develop and conduct ministry prosecutions. Users: Branch solicitors and appropriate ministry staff. Individuals in Bank: Individuals being prosecuted for offences under ministry legislation. Retention and Disposal: Twenty-five years, then transferred to archives.

Prosecutions Summaries

Location: Legal Services Branch. Legal Authority: Ministry of the Environment Act, R.S.O. 1990, c.M.24, s.4. Information Maintained: Defendant's name, address, court, offence, judge, defence counsel, appeal status, remarks. Uses: Record information and events regarding prosecutions by the ministry. Users: Branch solicitors and appropriate ministry staff. Individuals in Bank: Individuals being prosecuted. Retention and Disposal: Twenty-five years, then transferred to archives.

Waste Reduction Office

The office establishes a leadership position in moving from a consumer to a conserver society by making waste reduction, reuse and recycling (the 3Rs) a way of life in Ontario.

General Classes or Types of Records

Contain information relating to the reduction of waste in Ontario.

Land Use

Market Development

Master Plan

Master Plan - Financial

Municipal Sewage Sludge, and Waste Management Systems

Technology Development
Reduction, Reuse, Recycle
Waste Materials
Waste Reductions Policy and Programs

Personal Information Banks

None

Corporate Resources Division

This division identifies the ministry's broad program, research and resource needs; coordinates policy development and the effective management and utilization of the ministry's human and financial resources; provides financial, socio-economic and administrative support and systems development for ministry programs; and ensures compliance with Ontario's financial and administrative directives.

The division consists of seven branches and two offices: Fiscal and Economic Analysis Branch; Research and Technology; Human Resources; Financial and Capital Management, which sets the water and sewage rates for the province; Systems Information and Technology; Administrative Services, which coordinates the Freedom of Information and Privacy Protection and the French Services programs; and Management Audit; and French Services and Employment Equity offices.

General Classes or Types of Records

Contain information and reports relating to ministry resources and activities as they apply to ministry programs, their conception, development and implementation.

Inventory of Research and Development Projects
Ministry of the Environment and Research Needs
Proceedings of Technology Transfer Conference

Manuals

Provide specific guidelines to staff with responsibility for research contracts. Policies and guidelines issued to ministry staff and agencies.

Administrative Policy Manual
Environmental Policies and Guidelines
Instructions to Research Liaison Officers
Management by Results in the Ministry of the Environment
Operational Planning Guidelines

Personal Information Banks

Contain information related to personnel matters and used for general administrative and accounting purposes. The following common personal information banks as described in Chapter II of this directory are maintained.

Career Planning/Training
Central Attendance Recording System (CARS)
Employment Application Inventory
Employment Equity Program
Freedom of Information and Protection of Privacy Act Requests
General Employment History and Payroll Information
Grievances and Applications
Identity/Employee Card
Integrated Payroll, Personnel and Employee Benefits System (IPPEBS)
Job Competitions
Medical Information (Personnel)
Ombudsman/Human Rights Commission
Performance Management
Travel/Expense Accounts
Workers' Compensation
Workplace Discrimination and Harassment Policy
Complaints and Investigations

Insurance Files

Location: Administrative Services Branch. Legal Authority: Ministry of the Environment Act, R.S.O. 1990, c.M.24, s.4. Information Maintained: Name, address, incident and vehicle accident reports. Uses: Record incidents that may have caused damage to ministry property and report to Ministry of Government Services; record motor vehicle accidents involving employees using ministry or leased vehicles on government business and report to Ministry of Transportation. Users: Branch administrative staff and safety officers. Individuals in Bank: Individuals involved in incidents causing property damage and personal injury, or individuals involved in motor vehicle accidents using government or leased vehicles while on government business. Retention and Disposal: One to six years, then destroyed.

Environmental Sciences and Standards Division

This division provides scientific, technical and laboratory services to support ministry programs and is responsible for the development and delivery of programs concerning air and water quality and waste management intended to protect the ecosystem and human health. The division

consists of five branches: Air Resources, Water Resources; Waste Management, Laboratory Services, Hazardous Contaminants, and the Pollution Prevention Office.

General Classes or Types of Records

Contain information and reports relating to scientific, technical and laboratory services in support of ministry programs.

Acid Precipitation in Ontario

Acid Rain

Air Monitoring

Air Quality and Meteorology

Contaminants

Contaminant Toxicity Profiles

Criteria and Regulations

Environmental Assessments

Great Lakes

Industrial Discharge Report

Laboratory Information/Computer System

Liaison with Water Quality Agencies and Organizations

Liquid Industrial, Solid, Biomedical, Hazardous Wastes

Multimedia Environmental Standards

Municipal Discharge Report

Municipal Industrial Strategy for Abatement - Economic Implications of Monitoring Regulations

Municipal Industrial Strategy for Abatement - Monitoring Regulations (for each of nine industrial sectors)

Municipal Sewage, Sludge and Waste Management Systems

Phytotoxicology

Radioactivity

Reduction, Reuse and Recycle

Risk Assessment

Sport Fishing in Ontario

Technology Assessment

Vehicle Emissions

Waste Management Waybills

Waste Sites Identification

Water Quality (well water, ground and surface water)

Manuals

Source Testing Codes

Phytotoxicology Field Investigation Manual

Personal Information Banks

Contain information related to individuals filing complaints and applying for licences or permits.

Car Exhaust Emissions Records

Location: Air Resources Branch. Legal Authority: Environmental Protection Act, R.S.O. 1990, c.E.19, s.166(2). Information Maintained: Driver's name, licence number, vehicle year, model name and make, test number, date of inspection, location of inspection, analyzer number. Uses: Monitor number of vehicles without emission controls; monitor carbon monoxide readings. Users: Ministry test centre inspectors. Individuals in Bank: Drivers and owners. Retention and Disposal: Five years, then destroyed.

External Request Phytotoxicology Files

Location: Air Resources Branch. Legal Authority: Environmental Protection Act, R.S.O. 1990, c.E.19, s.5. Information Maintained: Name, address of parties, nature of complaint, damages, alleged source, investigation report, supporting data, board hearings. Uses: Control pollution; document plant injury; compensate complainant for financial damages. Users: Phytotoxicology and regional abatement staff. Individuals in Bank: Complainants, offenders. Retention and Disposal: Forty years, then to archives.

Notice to Submit Motor Vehicle Form 1

Location: Air Resources Branch. Legal Authority: Environmental Protection Act, R.S.O. 1990, c.E.19, s.166(2), R.R.O. 1990, Reg. 311. Information Maintained: Name and address of person being served with notice, owner or driver of vehicle, driver's licence number, car make and year, Ontario registration plate number; date, time and location of inspection. Uses: Inform driver to submit vehicle for inspection at ministry test centre. Users: Ministry inspectors, Ontario Provincial Police, municipal police. Individuals in Bank: Owner, driver of vehicle served with notice. Retention and Disposal: Three years, then destroyed.

Pesticides Control Program Permit Files

Location: Hazardous Contaminants Coordination Branch. Legal Authority: Pesticides Act, R.S.O. 1990, c.P.11, s.5. Information Maintained: Names of pesticide users, location of use, type and amount of pesticide product, date of proposed extermination, name and licence numbers of exterminators involved, permit numbers, dates of issue, names of owners and/or responsible persons. Uses: Regulate sale and use of restricted pest-control products. Users: Appropriate ministry regional and head office staff. Individuals in Bank: Permit holders performing exterminations and restricted pest-control products. Retention and Disposal: Four years, then destroyed.

Vehicle Emissions - Prosecutions File

Location: Air Resources Branch. Legal Authority: Ministry of the Environment Act, R.S.O. 1990, c.M.24, s.4. Information Maintained: Defendant's name, address, prosecution data, inspector's name, date of offence, court date, charge, date charge laid, court location, plea, result, amount of fine. Uses: Record violations of removal of air pollution control devices and of visible emissions. Users: Ministry test centre staff. Individuals in Bank: Defendants. Retention and Disposal: Nine years, then destroyed.

Vehicle Emissions Test Centre - General Files

Location: Air Resources Branch. Legal Authority: Environmental Protection Act, R.S.O. 1990, c.E.19, s.23 Information Maintained: Complainant's name, address, home and business telephone number, nature of complaint, date and time; violator's name, address, home and business telephone number; description of emissions; vehicle licence number, serial number, make, model, year; inspector's name. Uses: Maintain record of all vehicle emission complaints and follow-up. Users: Ministry test centre inspectors. Individuals in Bank: Complainants and defendants. Retention and Disposal: One year, then destroyed.

Well Contractor and Well Technician Licensees

Location: Water Resources Branch. Legal Authority: Ontario Water Resources Act, R.S.O. 1990, c.O.40, s.36. Information Maintained: Name, address, applicant's or licensee's qualifications to conduct business in well construction. Uses: Monitor and control the issuance and renewal of well contractor and well technician licences in accordance with legislation. Users: Senior water-well inspector, regional water-well inspectors. Individuals in Bank: Applicants, successful licensees. Retention and Disposal: Expiry of licence, then destroyed.

Policy Development and Intergovernmental Relations

The division provides a structure to identify strategic issues, to carry out policy development and to integrate action by the ministry and other governments nationally and internationally. The division consists of the Assistant Deputy Minister's Office, the Policy Office, the Strategic Planning Office and the Intergovernmental Relations Office.

General Classes or Types of Records

Contain information relating policy development, strategic projects and intergovernmental programs.

Environmental Agreements with Other Jurisdictions
Information on Environmental Policies in Other Jurisdictions
International Joint Commission
Liaison with Federal and U.S. Governments, Other Agencies and Organizations

Personal Information Banks

None

Operations Division

The division is the "front line" of the ministry, working with the public and polluters. It consists of six regional and 22 district offices and three district sub-offices located throughout Ontario, the Investigations and Enforcement Branch and the Spills Action Centre. The division is responsible for carrying out ministry programs directed at pollution prevention; the abatement of environmental problems including the reporting, surveillance and clean-up of spills and other environmental emergencies; and the prosecution of polluters through enforcement of the legislation and regulations.

General Classes or Types of Records

Contain information relating to operational and enforcement activities of the ministry.

Abatement Programs (including site remedial action plans, orders, site decommissioning plans and contingency plans)
Aerial Photography
Applications for Certificates of Approval (industrial and municipal)
Complaint Investigations
Compliance with Conditions of Approval
Cost Data Base for Water and Sewage Systems
Emergency Response
Environmental Monitoring Reports (water quality, air emissions, hydrogeological assessments)
Formal Comments on Environmental Approvals for Water and Sewage Plants (Part V)
Inspection Reports
Investigation and Enforcement Activity
Notices of Appeals and Decisions

Manuals

Issued as required by the operational units of the division to assist those interested in specific programs, projects and services provided by the ministry.

Inspection and Searches in the Environmental Context
Provincial Officers' Ticketing Procedures

Personal Information Banks

Contain information related to environmental services and used for general administration and enforcement.

Crown Brief Files

Location: Investigations and Enforcement Branch. Legal

Authority: Ministry of the Environment Act, R.S.O.

1990, c.M.24, s.4. Information Maintained: Name,

address, Crown briefs. Uses: Document legal action

resulting from investigations. Users: Appropriate

ministry staff. Individuals in Bank: Defendants, lawyers,

investigators. Retention and Disposal: Thirteen years,

then transferred to archives.

Occurrence Report Files

Location: Investigations and Enforcement Branch. Legal

Authority: Ministry of the Environment Act, R.S.O.

1990, c.M.24, s.4. Information Maintained: Name,

address, report. Uses: Document investigations of alleged

infractions of environmental legislation. Users: Ministry

investigative staff. Individuals in Bank: Individuals

involved in alleged infractions. Retention and Disposal:

Thirteen years, then destroyed.

Private Sewage Systems Files

Location: Regional offices. Legal Authority:

Environmental Protection Act, R.S.O. 1990, c.E.19,

s.77. Information Maintained: Name, address of

applicants for certificates of approval to install private

sewage systems, inspection reports, copy of certificates,

record of complaints and investigations, related

correspondence. Uses: Maintain records on approvals

and problems related to private sewage systems. Users:

Ministry abatement and utilities staff. Individuals in

Bank: Individuals applying for private sewage systems;

health units. Retention and Disposal: Fifty-five years,

then destroyed.

Spills Action Centre Occurrence Reports

Location: Spills Action Centre. Legal Authority:

Environmental Protection Act, R.S.O. 1990, c.E.19,

s.92. Information Maintained: Name, address,

occurrence reports of pollution complaints, spill

summaries of occurrences, field inspectors' spill reports,

voice-recording tapes, industries involved in major spills.

Uses: Abatement and enforcement activities. Users: Spill

Action Centre staff, appropriate ministry staff.

Individuals in Bank: Private citizens. Retention and

Disposals: Fifteen years, then transferred to archives.

Environmental Planning and Prevention Division

The division coordinates all approvals and engineering functions such as reviews; approves land use and environmental projects for industrial waste water and air emissions, water treatment, and sewage- and solid-waste disposal facilities; reviews applications for funding municipal and water sewage works; carries out the technical review of environmental assessments of proposed undertakings; develops policies and guidelines related to land use plan review; coordinates responsibilities related to the Niagara Escarpment, including development permit appeal decisions and Niagara Escarpment amendments; administers the pesticide licensing program and noise assessments; and is responsible for project management and engineering. The division consists of four branches: Approvals, Environmental Assessment, Project Engineering, and the Environmental Planning Branch.

General Classes or Types of Records

Contain information relating to operational and enforcement activities of the ministry.

Applications for Grants

Approval or Disapproval of Grants

Certificate of Approval and Supporting Documentation

Consulting and Value Engineering

Contingency Planning

Contract Documents (re water and sewage works)

Cost Database for Water and Sewage Systems

Engineering Agreements, Fees, Hourly Rates

Environmental Assessment Reviews

Environmental Security Account

Financial Statements re Tenders

Formal Comments on Environmental Approvals for

Water and Sewage Plants (Part V)

Land Use Planning Reviews

Liaison with Municipal, Provincial, Federal and U.S.

Agencies

Licences for Haulers and Installers of Septic Tanks

Licences for Pesticide Vendors, Operators, Exterminators

Noise Studies and Reports

Sewage and Water Systems Projects

Manuals

Issued as required by the operational units of the division to assist those interested in specific programs, projects and services provided by the ministry.

Acoustical Technology Training Courses

Approval of Noise Sources

Contingency Planning

"EA" Reviewers' Manual - Procedures for Ministry of the Environment Staff

Guidelines for Design of Water and Sewage Treatment Works and Systems

Guidelines for Private Sewage-Disposal Systems

Municipal and Private Guidelines and Procedures (water supply and sewage infrastructure)

Municipal Environmental Planning Series (Environment Ontario and Municipal Planning, Air Pollution Considerations for Municipal Planning, Individual Sewage Systems and Municipal Planning, Individual Water Systems and Municipal Planning)

Nanticoke Industrial Influence Area

Noise Predication from Road Traffic, Rail Traffic, Aircraft, A Protocol for Dealing with Noise Concerns During the Preparation, Review and Evaluation of Provincial Highways Environmental Assessments

Personal Information Banks

Contain information related to environmental services and used for general administration and enforcement.

Exterminator Licensing Files

Location: Approvals Branch. Legal Authority: Pesticides Act, R.S.O. 1990, c.P.11, s.5. Information Maintained: Name, address, telephone number, corporation names, licence numbers and classifications, fitness certification, character references. Uses: Regulate the licensing program. Users: Ministry head office and regional pesticides staff. Individuals in Bank: Exterminators engaged in the application of land, structural or water pest-control operations. Retention and Disposal: Seven years, then destroyed.

Affiliated Agencies

Advisory Committee on Environmental Standards

This committee will provide the Minister of the Environment with recommendations on standards for environmental contaminants following consideration of public input received and pertinent scientific, legal, economic and socio-cultural issues.

General Classes or Types of Records

Contain information on the general administration, operations and recommendations of the committee.

Personal Information Banks

None

Board of Negotiation

As the final authority within the ministry, the board may influence claims settlements in cases where economic loss has occurred as a result of damage to vegetation or livestock from contaminants discharged into the environment. The board is empowered to negotiate settlements between parties in such cases. It is administered by the Environmental Assessment Board.

General Classes or Types of Records

Contain information on hearing records and reports prepared by the ministry as a result of its field examination and laboratory analysis, a board report and related correspondence.

Personal Information Banks

None

Environmental Appeal Board

This board provides an appeal mechanism for persons affected by decisions made by the Ministry of the Environment or local health units under the Environmental Protection Act, the Ontario Water Resources Act and the Pesticides Act. The appeals relate to private sewage disposal, water and sewage, waste disposal, pesticides, and air and noise pollution.

General Classes or Types of Records

Contain information on the general administration and operations of the board.

Personal Information Banks

None

Environmental Assessment Advisory Committee

The committee provides advice on matters relating to environmental assessment, including whether or not specified undertakings should be subject to the Environmental Assessment Act.

General Classes or Types of Records

Contain information on the general administration and operations of the committee.

Personal Information Banks

None

Environmental Assessment Board

This board holds public hearings on whether or not approval should be given for major development

proposals under the Environmental Assessment Act, the Environmental Protection Act and the Ontario Water Resources Act.

General Classes or Types of Records

Contain information on the general administration and operations of the board. Separate files are maintained for each application and for intervenor funding hearings.

Personal Information Banks

None

Environmental Compensation Corporation

This corporation assesses applications and authorizes payments to those who have experienced losses resulting from spills. It is also authorized to recover, on behalf of the beneficiary of compensation, the amount of the payment.

General Classes or Types of Records

Contain information on the general administration and operations of the corporation as well as spills.

Personal Information Banks

Contain information used for general administrative and accounting purposes.

Applications for Compensation

Location: Environmental Compensation Corporation.

Legal Authority: Environmental Protection Act, R.S.O.

1990, c.E. 19, s.103. Information Maintained: Name, address, medical information, employment information, correspondence with applicants, proofs of loss, insurance policies, accident reports, deliberations. Uses: Determine eligibility for compensation. Users: Board, legal counsel, potential subrogated defendants. Individuals in Bank:

Individuals notifying the corporation of a loss alleged to have resulted from a spill. Retention and Disposal:

Twenty-five years, then transferred to archives.

Farm Pollution Advisory Committee

This committee advises the ministry on specific situations when animal waste may be disposed of in accordance with "normal farming practices," which are exempt from certain provisions of the Environmental Protection Act.

General Classes or Types of Records

Contain information on the general administration, operations and investigations of the committee.

Personal Information Banks

None

Hazardous Waste Listing Advisory Committee

This committee will solicit public response to interim recommendations of the ministry as to whether or not a waste substance should be listed as hazardous. It will receive correspondence commenting on these decisions at the request of the minister, advise the minister on the acceptability of interim listing or delisting decisions, and undertake any associated tasks and projects relating to the implementation of hazardous-waste regulations that the minister may request.

General Classes or Types of Records

None

Personal Information Banks

None

Joint Board - Office of Consolidated Hearings

This board, comprised of members drawn from both the Ontario Municipal Board and the Environmental Assessment Board, holds public hearings in connection with matters set out in the Consolidated Hearings Act. This statute applies to an undertaking where more than one hearing is or may be required.

General Classes or Types of Records

Contain information for each hearing, including notices to the Hearings Registrar, as well as the general administration and operations of the Joint Board.

Personal Information Banks

None

Municipal Industrial Strategy for Abatement Advisory Committee

This committee receives and reviews draft regulations aimed at reducing the flow of toxic chemicals into Ontario's waterways from ten sectoral technical committees. Working with these committees, it provides advice and makes recommendations to the minister.

General Classes or Types of Records

Contain information on the general administration and operations of the committee.

Personal Information Banks

None

Niagara Escarpment Commission

The commission maintains the lands of the Niagara escarpment and vicinity as a continuous natural environment. It ensures only development that is

compatible with that environment. Head office is in Georgetown with two regional offices in Grimsby and Thornbury.

General Classes or Types of Records

Contain information relating to land-use development in the Niagara Escarpment.

Appeals on Development Permits
Applications for Amendments to the Niagara Escarpment Plan
Assessment Rolls
Contraventions of Commission Decisions or Use of Land Without a Permit
Decisions of the Commission
Development Permits - Applications for Various Types of Land Development
Environmental Surveys and Studies
Land Severances
Land-Use Recommendations and Policy
Maps and Air Photos of Land Uses in the Niagara Escarpment
Niagara Escarpment Plan Five-Year Review Comments
Task Force Reports

Personal Information Banks

None

Pesticides Advisory Committee

This committee advises the ministry on all matters related to the use of pesticides.

General Classes or Types of Records

Contain information on the general administration and operations of the committee.

Chemicals
Companies
Liaison with Provincial, Federal, U.S. Governments, Other Agencies and Organizations
Pesticides

Personal Information Banks

None

Recycling Advisory Committee

This committee advises the ministry on measures to promote the establishment of multi-material source-separation programs.

General Classes or Types of Records

Contain information on the general administration and operations of the committee.

Personal Information Banks

None

Public Records

Contain information relating to environmental protection, accessible upon application, and information relating to applications for various forms of land development within the development control area and to contraventions. Also contain public information on elected municipal officials and selected appointed officials.

Board of Negotiation

Purpose: Maintain a record of notices, ministry investigations and board reports. Legal Authority: Environmental Protection Act, R.S.O. 1990, c.E.19, s.174. Information Maintained: Name, address, notices of negotiation, correspondence and reports. Retrievability: Name and hearing number. Retention and Disposal: Twenty-five years, then transferred to archives. Access Procedures: Board Secretary, Board of Negotiation, Suite 1201, P.O. Box 2382, 2300 Yonge Street, Toronto, Ontario, M4P 1E4, telephone: (416) 323-4806.

Contraventions

Purpose: Record details and history of contraventions of the Niagara Escarpment Plan; provide bases for further action against contravenor. Legal Authority: Niagara Escarpment Planning and Development Act, R.S.O. 1990, c.N.2, s.24. Information Maintained: Name, address, location, correspondence, reports. Retrievability: Name. Retention and Disposal: Five years, then transferred to archives. Access Procedures: In person at the Georgetown Office, 232 Guelph Street, Georgetown, Ontario L7G 4B1, telephone: (416) 877-5191.

Development Permit Applications

Purpose: Provide data from which the commission can decide on land usage in the escarpment. Legal Authority: Niagara Escarpment Planning and Development Act, R.S.O. 1990, c.N.2, s.23. Information Maintained: Name, address, location, ownership, construction details, site plan, list of owners within 400 feet, correspondence, appeals, final decisions. Retrievability: Application number cross-referenced to name. Retention and

Disposal: Five years, then transferred to archives.

Access Procedures: In person at the Clarksburg Office, 11-13 March Street, P.O. Box 9, Clarksburg, Ontario, N0H 1J0, telephone: (519) 599-3340; Georgetown Office, 232 Guelph Street, Georgetown, Ontario L7G 4B1, telephone: (416) 877-5191; Grimsby Office, 166 Main Street West, Grimsby, Ontario, L3M 1S3, telephone: (416) 945-9235.

Directors' File

Purpose: Maintain a record of persons designated as directors under acts administered by ministry. Legal

Authority: Ministry of the Environment Act, R.S.O. 1990, c.M.24, s.4. Information Maintained: Name, address, telephone numbers. Retrievability: Name.

Retention and Disposal: Forty-two years, then transferred to archives. Access Procedures: Director, Legal Services Branch, 135 St. Clair Avenue West, Toronto, Ontario, M4V 1P5, telephone: (416) 323-4523.

Environmental Appeal Board Appeal Record

Purpose: Document hearing and appeal notices, and decisions of board. Legal Authority: Environmental Protection Act, R.S.O. 1990, c.E.19, s.140. Information Maintained: Names, addresses, notices of appeal, control orders, stop orders, notices of hearing, decisions of the board, related appeal documents and correspondence. Retrievability: Name, company, file number. Retention and Disposal: Twenty-five years, then transferred to archives. Access Procedures: Chairman, Environmental Appeal Board, 112 St. Clair Avenue West, Toronto, Ontario, M4V 1P5, telephone: (416) 323-5235.

Environmental Appeal Board Hearings Record

Purpose: Document evidence given by witnesses at board hearings. Legal Authority: Environmental Protection Act, R.S.O. 1990, c.E.19, s.140. Information Maintained: Exhibits entered at hearings, transcripts of public hearings. Retrievability: Name, company, file number. Retention and Disposal: Twenty-five years, then transferred to archives. Access Procedures: Chair, Environmental Appeal Board, 112 St. Clair Avenue West, Toronto, Ontario, M4V 1P5, telephone: (416) 323-5235.

Environmental Assessment Board Hearings Record

Purpose: Document evidence given by witnesses at board hearings. Legal Authority: Environmental Assessment Act, R.S.O. 1990, c.E.18, s.30. Information Maintained: Name, occupation, address, applications, notices, exhibits entered, transcripts, board decisions and reports, related documents and correspondence. Retrievability:

Name of proponent, hearing number. Retention and Disposal: Twenty-five years, then transferred to archives.

Access Procedures: Board Secretary, Environmental Assessment Board, Suite 1201, P.O. Box 2382, 2300 Yonge Street, Toronto, Ontario, M4P 1E4, telephone: (416) 323-4806.

Joint Board Hearings Record

Purpose: Document evidence given by witnesses. Legal Authority: Consolidated Hearings Act, R.S.O. 1990, c.C.29, s.5. Information Maintained: Name, address, notices to Hearings Registrar, exhibits entered, transcripts, board decisions, related correspondence. Retrievability: Name of proponent, hearing number. Retention and Disposal: Twenty-five years, then transferred to archives. Access Procedures: Hearings Registrar, Office of Consolidated Hearings, Suite 1201, Box 2382, 2300 Yonge Street, Toronto, Ontario, M4P 1E4, telephone: (416) 323-4806.

Plans Amendment Applications

Purpose: Provide bases for commission's decisions, public hearings, minister's and Cabinet's decision on amendments to the Niagara Escarpment Plan. Legal Authority: Niagara Escarpment Planning and Development Act, R.S.O. 1990, c.N.2, s.12. Information Maintained: Name, address, property owner, location, proposed change to designation, final decision. Retrievability: Application number and name. Retention and Disposal: Retained indefinitely, then transferred to archives. Access Procedures: In person at the Georgetown Office, 232 Guelph Street, Georgetown, Ontario, L7G 4B1, telephone: (416) 877-5191.

Provincial Analysts File

Purpose: Maintain a record of persons designated as provincial analysts under acts administered by ministry. Legal Authority: Ministry of the Environment Act, R.S.O. 1990, c.M.24, s.4. Information Maintained: Name, address, telephone, occupation. Retrievability: Name and computer code. Retention and Disposal: Forty-two years, then transferred to archives. Access Procedures: Director, Legal Services Branch, 135 St. Clair Avenue West, Toronto, Ontario, M4V 1P5, telephone: (416) 323-4523.

Provincial Officers File

Purpose: Maintain a record of persons designated as provincial officers under acts administered by ministry. Legal Authority: Ministry of the Environment Act, R.S.O. 1990, c.M.24, s.4. Information Maintained: Name, address, telephone number, date of appointment.

Retrievability: Name and computer code. Retention and Disposal: Forty-two years, then transferred to archives. Access Procedures: Director, Legal Services Branch, 135 St. Clair Avenue West, Toronto, Ontario, M4V 1P5, telephone: (416) 323-4523.

Waste Management Systems - Haulers

Purpose: Maintain a record of private citizens, companies and corporations who apply for waste management systems approval. Legal Authority: Environmental Protection Act, R.S.O. 1990, c.E.19, s.41. Information Maintained: Name, address, applications for certificates of approval, recommendations by ministry regional staff pertaining to Certificates of Approval, renewals, copies of certificates. Retrievability: Name, certificate number. Retention and Disposal: Seven years, then destroyed. Access Procedures: Supervisor, Waste Sites and Systems Approvals Unit, Approvals Branch, 250 Davisville Avenue, Toronto, Ontario, M4S 1H2, telephone: (416) 440-3544. For regional offices, contact the Manager, Abatement. Refer to Government of Ontario Telephone Directory for addresses.

FANSHAWE COLLEGE OF APPLIED ARTS AND TECHNOLOGY

Head

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Telephone: (519) 452-4458

Access

Freedom of Information and Privacy Coordinator
Fanshawe College of Applied Arts and
Technology
1460 Oxford Street East
P.O. Box 4005
London, Ontario
N5W 5H1
Telephone: (519) 452-4460



A public reading room for the review of manuals and other information is open during regular office hours at 1460 Oxford Street East, London.

Mandate

Fanshawe College provides students with quality learning experiences for career and personal development in a wide range of part-time and full-time vocational programs and courses as well as part-time avocational activities. Learning experiences are offered in the areas of post secondary certificate and/or diploma programs, academic upgrading, adult retraining, continuing education and general interest.

Organization

Fanshawe College is a Crown corporation of the government of Ontario, governed by a Board of Governors and administered by a President as Chief Executive Officer. The college is organized into three divisions, Academic, Community and General Services with campuses in the counties of Elgin, Middlesex, Norfolk and Oxford. Head office is located at 1460 Oxford Street East, London.

Divisions

Board of Governors

The Board of Governors establishes college goals, priorities, and policies, and evaluates progress achieved on these activities and policy directions. The Board of Governors is comprised of 17 members which includes the college's President as an ex-officio member. Also included in this number are one member each of the three employee groups of the college and one member of the student body. The board is further supported by an Executive Secretary, a Treasurer and appropriate support staff.

General Classes or Types of Records

Contain information relating to the development of policy, the establishment of goals and objectives for the college, and the general direction of college operations.

Bylaws

Building and Property - Original Documents
Contracts/Agreements and Lease
Minutes of Board and Standing Committees
Policies

Manuals

Board Policies and Procedures
Governor's Handbook
Guidelines for Advisory Committee Members

Personal Information Banks

Board of Governors and Advisory Committee
Membership

President's Office

The President is appointed by and responsible to the Board of Governors as the Chief Executive Officer with responsibility for the day-to-day operation of the college. The President's Office is comprised of the President, three Vice Presidents, the Human Rights Department, the Manager of Staff Development Services, the Executive Assistant to the President and appropriate support staff.

General Classes or Types of Records

Contain information on the management of the college, the coordination of fundraising activities, the provision of information to the public on college affairs and staff development.

Manual

College Policies and Procedures

Personal Information Banks

The following common personal information bank as described in Chapter II of this directory is maintained.

Employee Personnel, Payroll and Benefits Records
Grievances and Applications
Health and Medical Records
Job Competitions and Applications
Ombudsman/Human Rights Commission
Professional Development
Freedom of Information and Protection of Privacy Requests
Workers' Compensation

Academic Services

The Vice President, Academic is responsible for the policy, planning, operation and direction of academic programs within Fanshawe College, and the operation of committees appropriate to the development and monitoring of programs.

General Classes or Types of Records

Contain operational records common to community colleges as described in Chapter II of this directory, relating to the development and delivery of academic programs.

Personal Information Banks

The following common personal information banks as described in Chapter II of this directory are maintained.

Day Care Registrants
Dental Clinic Patients
Student Appeals (disciplinary, administrative, academic)
Teacher Workload Records (Standard Workload Form)

Community Services

The Vice President, Community Services, is responsible for the policy, planning, operation and direction of educational programs offered through the School of Continuing Education and the Community Access and Development Division, the cooperative education programs, the international education programs, the learning centres, marketing and promotional services, the coordination of fundraising activities, and the National Adult Literacy Database (NALD).

General Classes or Types of Records

Contain operational records common to community colleges relating to the development and delivery of academic programs in the continuing education field, as well as relating to government-sponsored programs for academic and skills upgrading, as described in Chapter II of this directory.

Personal Information Banks

The following common personal information banks as described in Chapter II of this directory are maintained.

Co-op, Work Term, Final Job Placements
FUTURES Program Applicants and Participants
Fundraising Donors
International Education Participants
Ontario Basic Skills Program Trainees
Ontario Training Incentive Program Trainees
NALD Participants

General Services

The Vice President, General Services is responsible for administrative support services in non-academic areas such as finance and payroll, plant and property matters, educational resources, computer services, medical services, student admissions, student administrative council, student athletics, employment and education equity, as well as counselling and career development.

General Classes or Types of Records

Contain operational records common to community colleges relating to the enrolment and registration of students, as well as general administrative records, as described in Chapter II of this directory. Also contain information on the college's student tutoring program and on employee skill levels.

Peer Tutoring Records
Skills Inventory

Manual

Budget Process Manual

Personal Information Banks

The following common personal information banks as described in Chapter II of this directory are maintained.

Employee Personnel, Payroll, and Benefits Records
Graduate and Alumni Records
Health and Medical Records
Library Users Lists
Ombudsman/Human Rights Commission
Ontario Student Assistance Program
Parking Records
Scholarships and Awards
Student Applications
Student Athletics and Fitness Programs
Student Counselling
Student Registration and Academic History
Vocational Testing and Counselling

MINISTRY OF FINANCIAL INSTITUTIONS

Head

Minister of Financial Institutions
8th Floor, 555 Yonge Street
Toronto, Ontario
M7A 2H6
Telephone: (416) 327-0945

Access

Information and Privacy Coordinator
Ministry of Financial Institutions
6th Floor, 10 Wellesley Street East
Toronto, Ontario
M7A 2H8
Telephone: (416) 326-8469



A public reading room for the review of manuals and other information is open during regular office hours in the library on the first floor at 555 Yonge Street, Toronto.

Mandate

The mandate of the ministry is to safeguard the interests of the public in dealings with the financial service sector and create a business climate that will enhance Ontario's competitive position in domestic and international markets. The ministry is responsible for the regulation, supervision and policy direction of financial institutions operating in Ontario.

Organization

The ministry's head office is in Toronto. The ministry comprises the Deposit Institutions Division, the Ontario Insurance Commission, the Ontario Securities Commission, the Pension Commission of Ontario and the Automobile Insurance Review Project. The Financial Disclosure Advisory Board and the Commodity Futures Advisory Board consult with and advise the Ontario Securities Commission.

Divisions

Office of the Deputy Minister

Provides staff support to the deputy minister.

General Classes or Types of Records

Contain information relating to policy development, research, correspondence, legislation, Orders in Council, Cabinet submissions and administration.

Personal Information Banks

The following common personal information banks as described in Chapter II of this directory are maintained.

Performance Management

Communications Services Branch

The Ministry of Financial Institutions' Communications Branch provides communications support for the programs and services of the ministry. Staff speak with the public, interest groups and media, and produce various documents and publications for general distribution. The Communications Branch also performs a planning role in the strategic communications of the ministry.

General Classes or Types of Records

Contain general administration records as described in Chapter II of this directory.

Personal Information Banks

None

Corporate Services Division

The Corporate Services Division comprises the Executive Director's Office, the Investigations Branch and a small administrative support group. It is responsible for the overall coordination and/or provision of administration for the ministry's operating divisions and agencies. Its Investigations Branch investigates suspected offences against various acts and gathers evidence for prosecutions and hearings. The Ministry of Consumer and Commercial Relations provides support services to the division under a shared-services agreement.

General Classes or Types of Records

Contain general administration records as described in Chapter II of this directory. Also contain information on investigations, prosecutions and hearings.

Personal Information Banks

The following common personal information banks as described in Chapter II of this directory are maintained by the Ministry of Consumer and Commercial Relations.

Career Planning/Training (Human Resources Database)
Central Attendance Recording System (CARS)
Employment Application Inventory
Employment Equity Program
Freedom of Information and Protection of Privacy Requests
General Employment History and Payroll Information
Grievances and Applications
Identity/Employee Cards
Integrated Payroll, Personnel and Employee Benefits System (IPPEBS)

Job Competitions
 Medical Information (Personnel)
 Ombudsman/Human Rights Commission
 Parking Records
 Performance Management
 Travel Expense Accounts
 Workers' Compensation

Also contain information on registrations and investigations.

Registrations and Investigations

Location: Investigations Branch. Legal Authority: Provincial Offences Act, R.S.O. 1990, c.P.33, s.1(2); Police Services Act, R.S.O. 1990, c.P.15, s.69(2). Information Maintained: Name, address, date of birth, sex, residence, employment history, present or past activities, information on associates, qualifications, criminal offences, quasi-criminal offences, physical description, citizenship, information from confidential sources. Uses: Determine suitability of applicants for registration and/or continued registration; law enforcement. Users: Authorized staff of Investigations Branch, law enforcement agencies. Individuals in Bank: Individuals applying for registration, currently or previously registered under acts administered by the division and those prosecuted or under investigation. Retention and Disposal: Information retained for three years after file closed, then sent to archives.

Legal Services Branch

Prepares legislation, regulations, and Orders in Council; institutes prosecutions and hearings; and provides advice on legal interpretations affecting ministry operations.

General Classes or Types of Records

Contain information on legislation, advice to program and support branches, prosecution and hearing matters.

Legal Opinions, Legislation, Regulations, Orders in Council
 Notices of Appeals
 Prosecutions, Hearings

Personal Information Banks

The following common personal information bank as described in Chapter II of this directory is maintained.

Litigation Files

Policy and Planning Branch

Prepares policy papers, Cabinet submissions and provides advice on policy issues affecting all areas of ministry operations.

General Classes or Types of Records

Contain information on policy issues.

Cabinet Submissions
 Research

Personal Information Banks

None

Deposit Institutions Division

The division regulates loan and trust corporations, mortgage brokers, credit union leagues, credit unions and cooperatives registered in Ontario. Regulation includes licensing and registration of financial institutions and mortgage brokers, as well as the examination of the financial and business practices of financial institutions. Comprises the Office of the Superintendent of Deposit Institutions, the Credit Unions and Cooperatives Services Branch, and the Loan and Trust Corporations Branch.

General Classes or Types of Records

Contain information on credit unions/caisses populaires, cooperatives, loan and trust corporations, and mortgage broker applications and inspections.

Corporations
 Credit Unions/Caisses Populaires (bylaws, general company correspondence, examinations)
 Cooperative Corporations (financial information, amendments to bylaws, general correspondence, changes of address, director information)
 Licensing
 Loan and Trust Corporations Annual Regulatory Information (general company correspondence, statutory reports, new incorporations, proposed registrations)
 Mortgage Brokers (advertising, applications, general company correspondence, financial statements, individuals, partnerships, corporations, inspections)

Manuals

Issued to Loan and Trust Corporations Branch staff.

Examination Objectives and Procedures

Personal Information Banks

Contain information on individuals and corporations registered under various acts, credit unions/caisses populaires, loan and trust corporations, and mortgage brokers.

Corporate Documents - Cooperative Services

Location: Credit Unions and Cooperatives Services Branch. Legal Authority: Co-operative Corporations Act, R.S.O. 1990, c.C.35; Reg. 83, s.5, s.34, s.141, s.153, s.157 and s.164. Information Maintained: Name, address, financial and business information. Uses: Ensure directors and officers comply with the act; administer the act. Users: Branch staff. Individuals in Bank: Incorporators, directors, officers of cooperative corporations. Retention and Disposal: Corporate documents for the life of the co-op; correspondence - five years, then transferred to archives.

Corporate Documents - Credit Unions

Location: Credit Unions and Cooperatives Services Branch. Legal Authority: Credit Unions and Caisses Populaires Act, R.S.O. 1990, c.C.44; Reg. 194, Reg. 195 and Reg. 196; O. Reg. 59/81, O. Reg. 145/86, O. Reg. 58/81, O. Reg. 802/82, and O. Reg. 62/85. Information Maintained: Name, address, telephone number, confidential financial and business data filed by client groups. Uses: Ensure directors and officers comply with the act; administer the act. Users: Branch staff. Individuals in Bank: Incorporators, directors, officers and committee members. Retention and Disposal: Corporate documents - for the life of the corporation, then transferred to archives; statutory filings - four years, then transferred to off-site storage.

Credit Unions/Caisses Populaires - Complaints

Location: Credit Unions and Cooperatives Services Branch. Legal Authority: Credit Unions and Caisses Populaires Act, R.S.O. 1990, c.C.44. Information Maintained: Name, address, employment history, business involvement, financial history, income, net worth, any other information complainants wish to provide. Uses: Determine offences against the act; mediate complaints. Users: Branch staff. Individuals in Bank: Complainants. Retention and Disposal: Five years, then destroyed.

Legal Files - Corporate Documents, Statutory Reports, Annual Regulatory Records

Location: Loan and Trust Corporations Branch, Deposit Institutions Division. Legal Authority: Loan and Trust Corporations Act, R.S.O. 1990 c.L.25; O. Reg. 167/88. Information Maintained: Name, address, date of birth, citizenship, work experience, education. Uses: Ensure

directors, officers and shareholders comply with the act. Users: Branch staff. Individuals in Bank: Directors, officers, material shareholders. Retention and Disposal: Corporate documents - life of corporation plus 30 years, then transferred to archives; statutory reports - current plus 15 years, then transferred to archives; annual regulatory records - current plus seven years, then transferred to archives.

Legal Working Papers and Special Files

Location: Loan and Trust Corporations Branch, Deposit Institutions Division. Legal Authority: Loan and Trust Corporations Act, R.S.O. 1990 c.L.25; O. Reg. 167/88. Information Maintained: Name, address, date of birth, citizenship, work experience, education, net worth, character. Uses: Ensure directors, officers and shareholders comply with the act. Users: Branch staff. Individuals in Bank: Directors, officers, material shareholders. Retention and Disposal: Legal working papers - life of corporation plus 30 years, then transferred to archives; special files - 30 years, then transferred to archives.

Loan and Trust Corporations - Complaints

Location: Loan and Trust Corporations Branch, Deposit Institutions Division. Legal Authority: Loan and Trust Corporations Act, R.S.O. 1990 c.L.25; O. Reg. 167/88. Information Maintained: name, date of birth, residence and business addresses, employment, financial situation, sex, marital status, education, personal opinions/views. Uses: Determine offences against the act; mediate complaints. Users: Branch staff. Individuals in Bank: Complainants. Retention and Disposal: Seven years, then transferred to archives.

Mortgage Brokers System (MBS)

Location: Mortgage Brokers Section, Loan and Trust Corporations Branch, Deposit Institutions Division. Legal Authority: Mortgage Brokers Act, R.S.O. 1990, c.M.39. Information Maintained: Name, address, date of birth, financial statements, complaints, investigations, litigation, inspections. Uses: Ensure applicant complies with the act. Users: Authorized staff, users of MBS. Individuals in Bank: Brokers, employees, unregistered brokers, applicants for registration. Retention and Disposal: For the life of the registered company.

Mortgage Brokers - Complaint Records

Location: Mortgage Brokers Section, Loan and Trust Corporations Branch, Deposit Institutions Division. Legal Authority: Mortgage Brokers Act, R.S.O. 1990, c.M.39. Information Maintained: Complainant's name, address, telephone number, person/company against whom

complaint is made, nature of complaint, broker's response, action taken. Uses: Determine offences against the act; mediate complaints. Users: Authorized staff, users of MBS computer system. Individuals in Bank: Complainants. Retention and Disposal: For the life of the registered company.

Mortgage Brokers - Registrant Compliance and Inspection Records

Location: Mortgage Brokers Section, Loan and Trust Corporations Branch, Deposit Institutions Division. Legal Authority: Mortgage Brokers Act, R.S.O. 1990, c.M.39. Information Maintained: Name, home and business address and telephone number, business transactions, employees' names, details of general and trust accounts, general ledger, copies of documentation from registration files, inspection reports, copy of inspection assignment, principal shareholders, directors, officers, employees of non-registered businesses. Uses: Ensure registrants comply with the act; reference for Registrar in processing registrations. Users: Branch staff. Individuals in Bank: Principal shareholders, directors, officers, employees of non-registered businesses and registrants. Retention and Disposal: For the life of the registered company.

Affiliated Agencies

Commodity Futures Advisory Board

At the request of the Ontario Securities Commission, The Commodity Futures Advisory Board consults with and advises the commission concerning developments in the nature of commodity futures contracts and commodity futures options and the manner of trading and the influence of trading in such contracts and options thereon on the economy of Ontario.

General Classes or Types of Records

Contain minutes of board meetings.

Personal Information Banks

None

Financial Disclosure Advisory Board

At the request of the Ontario Securities Commission, The Financial Disclosure Advisory Board consults with and advises the commission concerning the financial disclosure requirements of the Securities Act and its regulation.

General Classes or Types of Records

No separate records are maintained by the board.

Personal Information Banks

None

Ontario Insurance Commission

The Commission regulates insurance corporations, agents, adjusters, under the Insurance Act, as amended; registrants under the Prepaid Hospital and Medical Services Act; registrants, salespersons under the Investment Contracts Act; and administers the Motor Vehicle Accident Claims (MVAC) Fund legislation. As well, the commission regulates the Facility Association under both the Insurance Act and the Compulsory Automobile Insurance Act; automobile insurance rates, classification plans, and underwriting practices, the processing of insurance complaints and administers the Dispute Resolution process which mediates and arbitrates claim disputes in respect of no-fault benefits. Operationally, the commission consists of three main branches: Commissioner's Office, Deputy Commissioner's Office and Superintendent's Office.

General Classes or Types of Records

Contain information about the operations of registrants under the Insurance Act, Investments Contracts Act and the Prepaid Hospital and Medical Services Act, information about MVAC claims and accounts receivable, information relating to hearings and decisions, insurance company rate applications, and public inquiries and complaints.

Agents and Adjusters Licence Applications
Applications for Mediation and Arbitration
Commission Decisions, Reports and Orders
Evidence Filed at Hearings by Parties
Licensing and Examinations (actuarial, examinations, company agreements and corporate minutes, general company correspondence, licensing, incorporating documents, reinsurance, security deposits, financial statements)
Motor Vehicle Accident Claims Fund Accounts Receivable
Public Complaints and Inquiries
Rate Applications Submitted by Insurance Companies
Reports and Studies by Consultants Retained by the Commission

Manuals

Issued to the Dispute Resolution Group, Examinations Branch, and Motor Vehicle Accident Claims Fund staff.

Dispute Resolution Practice Code
Examination Procedures
Motor Vehicle Accident Claims Fund Administration

Personal Information Banks

Contain information on individuals licensed or seeking a licence under the acts administered by the Commission; information on directors, officers, employees, agents, creditors, mortgagors, purchasers or vendors of real estate companies licensed or seeking a licence under the acts administered by the Commission; information about individuals making complaints against licensed individuals or companies; information about debtors and claimants under the MVAC Fund; and information on an insured person's claim to no-fault benefits, which may have been subject to the mediation and arbitration process.

Annual Statements

Location: Examinations Branch, Office of the Superintendent. Legal Authority: Insurance Act, R.S.O. 1990, c.I.8, s.102; Investment Contracts Act, R.S.O. 1990, c.I.14, s.16. Information Maintained: May include names, residence addresses and citizenship of directors and officers; shareholdings; mortgage information including name of mortgagor, description of property, appraised value, original principal, amount of charges outstanding, interest due or accrued, interest rate, amount at which recorded in the records of the insurance company, information about real estate transactions including description, vendor or purchaser, purchase or sale price, unpaid balances, date acquired or sold, details of mortgage, amounts due from brokers and agents, information about trade payables including names, addresses, amounts and nature of account. Uses: Analyze company operations; support regulatory functions. Users: Branch staff, regulators in other jurisdictions. Individuals in Bank: Directors, officers, employees, shareholders, mortgagors, vendors and purchasers of real estate,

agents, creditors of insurance companies and registrants licensed in Ontario may be included. Retention and Disposal: Ten years, then destroyed.

Company Records

Location: Licensing and Registration Branch, Office of the Superintendent. Legal Authority: Insurance Act, R.S.O. 1990, c.I.8, s.23(1), s.27, s.42(1), and s.440; Corporations Act, R.S.O. 1990, c.38, s.149(10), s.176(3) and s.185(2); Investment Contracts Act, R.S.O. 1990, c.I.14, s.4. Information Maintained: Name, alias, details of name changes, residence address for last five years, residence telephone, citizenship, date permanent residency in Canada acquired, marital status, financial information; education including schools, dates, degrees, majors and graduation; membership in professional associations; employment in last five years including company; nature of business, title, responsibilities,

reason for leaving and dates; licences held at any time including whether or not in force, business, type, issuer and details of termination; information concerning convictions, injunctions, suspensions, licence refusal, suspension or revocation, fidelity bond denial, involuntary cancellation or revocation, bankruptcy or acts leading to bankruptcy of the individual or any company in which the individual was a member, officer, director or a shareholder holding more than 10 percent of the shares during the last ten years; police reports, reports from other regulatory bodies, reports from reporting agencies. Uses: Determine suitability for licensing insurance companies and registrants. Users: Branch staff, Investigations Branch staff, regulators in other jurisdictions. Individuals in Bank: Directors, officers, shareholders of insurance companies or registrants licensed or seeking a licence. Retention and Disposal: Ten years after licence expires, then destroyed.

Market Conduct Branch/Industry and Consumer Practices - Complaints/Inquiries

Location: Ontario Insurance Commission, Office of the Superintendent of Insurance. Legal Authority: Insurance Act, R.S.O. 1990, c. I.8, s.29, s.30, s.31, s.438 and s.439. Information Maintained: Name, date of birth, residence and business addresses, employment, medical information, financial situation, driving records, sex, marital status, education, personal opinions/views. Uses: Determine offences against the act, mediate complaints. Users: Branch staff, specific insurer involved. Individuals in Bank: Complainants. Retention and Disposal: Five years, then destroyed.

Investigations and Compliance Unit

Legal Authority: Insurance Act, R.S.O. 1990, c.I.8, s.29, s.30, s.31 and s.438 and s.439; Canadian Insurance Exchange Act, 1986, Compulsory Automobile Insurance Act, R.S.O. 1990, c.C.25; Insurance Act, R.S.O. 1990, c.I.8; Marine Insurance Act, R.S.O. 1990, c.M.2; Motor Vehicle Accident Claims Act, R.S.O. 1990, c.M.41; Prepaid Hospital and Medical Services Act, R.S.O. 1990, c.P.21; and Registered Insurance Brokers Act, R.S.O. 1990, c.R.19. Information Maintained: Complaint and inquiry letters, name, address, criminal record, brokerage and banking records, investigation reports, legal opinions, correspondence from lawyers and brokers, statements from witnesses, information from confidential sources, transcripts of confidential examinations and hearings. Uses: Investigate alleged wrongdoing by insurers or individuals in connection with breaches of the Insurance Act and other relevant information. Users: Branch staff, authorized staff of provincial, national and foreign regulatory and

enforcement agencies. Individuals in Bank: Individuals suspected or found guilty of infractions. Retention and Disposal: Thirty years after investigation is closed, then destroyed; select files to archives.

Insurance Agents, Insurance Adjusters, and Investment Contract Salespersons - Records

Location: Agents & Adjusters Section, Ontario Insurance Commission. Legal Authority: Insurance Act, R.S.O. 1990, c.I.8, s.393 and s.397; Investment Contracts Act, R.S.O. 1990, c.I.14, s.3 and s.6. Information Maintained: Name, date of birth, residence and business addresses, employment history for preceding five years, marital status, occupation of spouse, education (adjusters), criminal convictions, bankruptcy information, affiliation with other corporations or businesses, citizenship. Uses: Assess suitability for licensing. Users: Division staff. Registration, business location, telephone number, corporation's name, officers and directors, name of sponsoring insurer and licence duration are public information. Individuals in Bank: Applicants for registration, licensed insurance agents, insurance adjusters and investment contract salespersons. Retention and Disposal: After 30 months of inactivity, then destroyed.

Automobile and Prepaid Medical Rate Application Submitted by Insurance Companies and Prepaid Medical Organizations

Location: Rates and Classifications Branch, Office of the Deputy Commissioner; Actuarial Branch, Office of the Superintendent. Legal Authority: Insurance Act, R.S.O. 1990, c.I.8, s.412 and s.413; Prepaid Hospital and Medical Services Act, R.S.O. 1990, c.P.21, s.7. Information Maintained: Where applicable, include nature of the filed rate, class of risk exposure, or underwriting rule changes; certificate of the actuary and certificate of the officer; description of ratemaking methodology and summary; overall rate level indication; rate differential indications; final rate calculation; class of risk exposure changes; underwriting rule changes; endorsement changes; revised rates, classes of risk exposure, and underwriting rules; affiliated insurers; rating examples. Uses: Make certain that the rate filings meet the legislated criteria. Users: Commission staff. Individuals in Bank: Directors, officers and consulting actuaries of insurance companies, or officers and actuarial staff of prepaid medical organizations. Retention and Disposal: Three years at the above location, then shipped to off-site storage; destroyed after ten years.

Mediation, Arbitration and Appeal Cases

Location: Dispute Resolution Branch, Office of the Deputy Commissioner. Legal Authority: Insurance Act, R.S.O. 1990, c. I.8, s.20, s.22, s.25, s.281 to s.284. Information Maintained: Name, date of birth, residence and business addresses, employment, medical and psychological information, details of automobile accidents and no-fault benefit claims, details of other insurance coverage, sex, marital status, income, personal opinion/views. Uses: Mediate and/or arbitrate claims disputes with respect to accident benefits under the No-Fault Benefits Schedule. Users: Branch staff, specific insurer and insured involved. Individuals in Bank: claimants. Retention and Disposal: Retention schedules under preparation.

Motor Vehicle Accident Claims (MVAC) Fund - Accounts Receivable

Location: Motor Vehicle Accident Claims Fund, Office of the Deputy Commissioner. Legal Authority: Motor Vehicle Accident Claims Act, R.S.O. 1990, c. M.41. Information Maintained: Defendant's name, amount and date of payment, driver's licence number, licence status, investigation reports, credit information, repayment amounts, unpaid balance, date coupons sent to debtor. Uses: Arrange repayment of outstanding debts. Users: Fund staff. Individuals in Bank: Uninsured defendants in claims against the fund. Retention and Disposal: Two years after full repayment, then destroyed.

Motor Vehicle Accident Claims (MVAC) Fund - Alphabetical and Numerical Index Card System for Claims Records

Location: Motor Vehicle Accident Claims Fund, Office of the Deputy Commissioner. Legal Authority: Motor Vehicle Accident Claims Act, R.S.O. 1990, c. M.41. Information Maintained: Identity of plaintiffs and defendants involved in motor vehicle accidents referred to the fund. Uses: Identify claims files when a client has not provided adequate information to access the file directly. Users: Fund staff. Individuals in Bank: Plaintiffs and defendants involved in motor-vehicle accidents referred to the fund. Retention and Disposal: Not determined.

Motor Vehicle Accident Claims (MVAC) Fund - Complaints

Location: Motor Vehicle Accident Claims Fund, Office of the Deputy Commissioner. Legal Authority: Motor Vehicle Accident Claims Act, R.S.O. 1990, c. M.41. Information Maintained: Complainant's/defendant's name and address. Uses: Determine eligibility for assistance

from the fund. **Users:** Fund staff. **Individuals in Bank:** Complainants against the fund. **Retention and Disposal:** Five years, then destroyed.

Motor Vehicle Accident Claims (MVAC) Fund - Liability Claims Reserve Files

Location: Motor Vehicle Accident Claims Fund, Office of the Deputy Commissioner. **Legal Authority:** Motor Vehicle Accident Claims Act, R.S.O. 1990, c. M.41. **Information Maintained:** Plaintiff's and defendant's name, address, police report, investigation report, medical reports, verification of lost wages and property damage, file number. **Uses:** Estimate liability; record number of outstanding claims; claim payments, provide accounts receivable information. **Users:** Fund staff, adjusters and solicitors. **Individuals in Bank:** Plaintiffs and uninsured defendants. **Retention and Disposal:** Until claim paid, file closed "no claim," or fund repaid in full, then destroyed.

Motor Vehicle Accident Claims (MVAC) Fund - No-Fault Accident Benefits Claims Files

Location: Motor Vehicle Accident Claims Fund, Office of the Deputy Commissioner. **Legal Authority:** Motor Vehicle Accident Claims Act, R.S.O. 1990, c. M.41. **Information Maintained:** Claimant's name, address, sex, date of birth, claimant's representative, details of accident, automobile information, medical records and information, employment and income information, additional accident expenses, names of dependants, funeral information, benefit loss estimates, benefit payment records, investigation reports, legal opinions, file number. **Uses:** Estimate liability, record number of outstanding claims, adjusting and payment of no-fault accident benefits. **Users:** Fund staff, adjusters and solicitors. **Individuals in Bank:** Claimants, representatives, dependants. **Retention and Disposal:** Not determined.

Automobile Insurance Review

The Review was established to coordinate the development of comprehensive reform of the automobile insurance system in Ontario by researching, analyzing and presenting policy options on ownership, product design, distribution, marketing and pricing; liaising with the private insurance industry, accident victim groups and consumers concerned with auto insurance issues; and initiating reform.

General Classes or Types of Records

Contain general administrative records as described in Chapter II of this directory.

Cabinet Submissions
Correspondence
Ministerial Briefing Materials
Minutes of Meetings
Reports, Studies and Legal Opinions by Consultants
Retained by the Review
Reports and Studies Prepared by the Review

Personal Information Banks

None

Ontario Securities Commission

Protects and informs investors; ensures the fair and efficient operation of Ontario's capital and commodity futures markets; imposes and enforces minimum standards of conduct and competence for those carrying on business in these markets; and oversees the industry's self-regulatory organizations (The Toronto Stock Exchange, the Investment Dealers Association of Canada (Ontario District) and The Toronto Futures Exchange). The commission ensures that any person trading in securities and any corporation issuing securities to the public in Ontario complies with the Securities Act, and that the trading of commodity futures in Ontario complies with the Commodity Futures Act.

General Classes or Types of Records

Contain information such as annual reports, annual and quarterly financial statements, press releases, insider trading reports, material change reports, prospectuses, escrow agreements, applications, rulings and decisions, orders and receipts.

Canadian Over-the-Counter Automated Trading System
Statistics
Chairman's Department Files
Escrow Dockets
Insider Trading Reports
Investigations
Legislation and Policies
Public Companies
Registrants

Manuals

Issued to Commodity Futures Branch staff.

Adviser Registration Guidelines

Personal Information Banks

Contain information relating to investigations, applications for registration or renewal of registration under the Securities Act and Commodity Futures Act.

Investigations

Location: Enforcement Branch. **Legal Authority:**

Securities Act, R.S.O. 1990, c.S.5, as amended;

Commodity Futures Act, R.S.O. 1990, c.C.20

Information Maintained: Complaint and enquiry letters, name, address, criminal record, brokerage and banking records, investigation reports, legal opinions, correspondence from lawyers and brokers, statements from witnesses, information from confidential sources, transcripts of confidential examinations and hearings.

Uses: Investigate alleged wrongdoing by issuers or individuals in connection with breaches of the Securities Act, Ontario Business Corporations Act, Criminal Code, Commodity Futures Act and other relevant legislation.

Users: Branch staff; authorized staff of provincial, national and foreign regulatory and enforcement agencies including the Securities and Exchange Commission of the United States, Interpol, Ontario Provincial Police, Metro Toronto Police, Royal Canadian Mounted Police; and self-regulatory organizations including The Toronto Stock Exchange, the Investment Dealers Association of Canada and The Toronto Futures Exchange. **Individuals in Bank:** Individuals suspected or found guilty of infractions. **Retention and Disposal:** Thirty years after investigation is closed, then destroyed; select files to archives.

Registrations

Location: Registration Section. **Legal Authority:**

Securities Act, R.S.O. 1990, c.S.5, as amended, Part X, s.25 and s.29; Commodity Futures Act, 1990, c.C. 20, Part VIII, s.22 and s.26. **Information Maintained:** Name,

address, date of birth, criminal offences, education, employment history, citizenship, sex, marital status, civil proceedings, business activities. **Uses:** Determine suitability for registration. **Users:** Branch staff; officers and staff of the Ontario Securities Commission requiring information in the performance of their duties; authorized staff of provincial, national and foreign regulatory and enforcement agencies including the Securities and Exchange Commission of the United States, Interpol, Ontario Provincial Police, Metro Toronto Police, Royal Canadian Mounted Police; and self-regulatory organizations including The Toronto Stock Exchange, the Investment Dealers Association of Canada and The Toronto Futures Exchange. **Individuals in Bank:** Registrants. **Retention and Disposal:** Thirty years after registration lapsed, then destroyed.

Pension Commission of Ontario

The commission administers the Pension Benefits Act, regulating most employer-sponsored pension plans for employees in Ontario; registers new plans; approves

amendments; monitors funding and solvency; supervises plan terminations; and administers the Pension Benefits Guarantee Fund. Its mandate is to promote the establishment, extension and improvement of pension plans in Ontario.

General Classes or Types of Records

Contain information on pension plans registered, awaiting registration, or terminated. Also contain correspondence files.

Applications for Registration

Information Returns

Pension Benefits Guarantee Fund Administration

Pension Commission Meeting Minutes

Manuals

Issued to ministry pension officers.

Procedures Manual

Personal Information Banks

Contain complaints and queries sent to the commission by registered pension plans members, and commission correspondence with the employer/sponsor and member.

Complaints

Location: Pension Commission of Ontario. **Legal**

Authority: Pension Benefits Act, R.S.O. 1990, c.P.8.

Information Maintained: Name, address, telephone number, age, sex, marital status, employment history, income, pension accrued, employer's name and opinions of the individual. **Uses:** Resolve complaints; answer queries. **Users:** Authorized commission staff. **Individuals in Bank:** Members of registered pension plans filing complaints or queries. **Retention and Disposal:** Not determined.

MINISTER RESPONSIBLE FOR FRANCOPHONE AFFAIRS

Head

Minister Responsible for Francophone Affairs
3rd Floor, Ferguson Block
77 Wellesley Street West
Toronto, Ontario
M7A 1Z8
Telephone (416) 327-9200

Access

Freedom of Information and Privacy Coordinator
Office of Francophone Affairs
4th Floor, Mowat Block
900 Bay Street
Toronto, Ontario
M7A 1C2
Telephone: (416) 325-4963

A public reading room for the review of manuals and other information is open during regular office hours on the fourth floor, Mowat Block, 900 Bay Street, Toronto.

Mandate

The Minister Responsible for Francophone Affairs provides the policy framework for the development of French language initiatives and services throughout the government. Through the Office of Francophone Affairs, the Minister advises the government on, implements and promotes French language services and recommends policies and administrative practices. The office is the prime advisor to the government, through the Minister and the Premier, on the development and implementation of French language services and on relations with the francophone community.

Organization

The Minister carries out this mandate through the Office of Francophone Affairs. The office comprises three branches: Operations and Ministry Services, Policy and Research, and Communications and Community Relations.

General Classes or Types of Records

Contain general administration records and public correspondence. All records are maintained and controlled by the Office of Francophone Affairs.

Administrative Guidelines - Guide to French Language Services Requirements in Devolution, Transfers, Partnerships and Co-sponsorship; Guide to Subordinate Legislation; Law Enforcement Guidelines; Guidelines for Tribunals; Audit Review Guide; Criteria for Designation of Agencies (and forms used for designation); French Language Publications, Advertising and Communications Guidelines; Procedure for Amending the List of Designated and Identified Positions in Ministries and Scheduled Agencies; Guidelines for Exemptions.

Community Support Fund Grants List
Francophone Media List

Manuals

Provide staff with policy and procedural guidelines concerning administration, program implementation and information management.

Community Support Fund Administration
French Language Services Implementation Procedures

Personal Information Banks

Contain information on individuals for future possible nominations to government agencies, boards and commissions, and individuals seeking employment.

Mailing List

Location: Office of Francophone Affairs. Legal Authority: French Language Services Act, R.S.O. 1990, c.F.32, s.12. Information Maintained: Names and addresses. Uses: Newsletters and communications; research. Users: Office of Francophone Affairs staff. Individuals in Bank: Francophone voters. Retention and Disposal: Not determined.

GEORGE BROWN COLLEGE OF APPLIED ARTS AND TECHNOLOGY

Head

Chair, Board of Governors
George Brown College of Applied Arts and Technology
500 Macpherson Avenue
P.O. Box 1015, Station B
Toronto, Ontario
M5T 2T9
Telephone: (416) 944-4715

Access

Freedom of Information and Privacy Coordinator
George Brown College of Applied Arts and Technology
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Telephone: (416) 944-4715
TDD: (416) 967-0966

A public reading room for the review of manuals and other information is open during regular office hours at 500 Macpherson Avenue, Toronto.

Mandate

George Brown College is a student-oriented, highly diversified, innovative centre of learning in multicultural central Metropolitan Toronto, providing high-quality education, training, research, development and social services with integrity, professionalism and a sense of caring.

Organization

George Brown College is governed by a 17-member Board of Governors that includes the college's President in an ex-officio capacity as Secretary-Treasurer. The college comprises three divisions, each headed by a Vice President: Academic Division, Access and External Relations Division and Administrative Division.

Divisions

Board of Governors

Appointed by the Council of Regents and the local municipality, the Board of Governors has responsibility for establishing college goals and policies and evaluating results. It is comprised of four standing committees: Executive, Education, Finance and Property.

General Classes or Types of Records

Contain information relating to the development of policy, the establishment of goals and objectives for the college, and the general direction of college operations.

Bylaws and Policies

Minutes of Board and Standing Committees

Personal Information Banks

The following common personal information bank as described in Chapter II of this directory is maintained.

Board of Governors Membership

President's Office

Appointed by and accountable to the Board of Governors, the President is Chief Executive Officer of the college and has full authority to manage and direct its business affairs. Reporting to the President is the Human Resources Department.

General Classes or Types of Records

Contain information on the management of the college, the coordination of fundraising activities, the provision of information to the public on college affairs and the coordination of relations with government.

Personal Information Banks

The following common personal information banks as described in chapter II of this directory are maintained.

Employee Personnel, Payroll and Benefits Records

Grievances and Applications

Health and Medical Records

Job Competitions and Applications

Ombudsman/Human Rights Commission

Professional Development

Workers' Compensation

Administrative Division

The division provides the college with a variety of administrative and support services. Reporting to the Vice President, Administration are the following departments: Computer Services, Finance and Accounting, Physical Resources, and Registrar and Student Services.

General Classes or Types of Records

Contain operational records common to community colleges as described in Chapter II of this directory, relating to the enrolment and registration of students and the provision of student services. Also contain general administration records as described in the introduction.

Manuals

Issued to administrative management to provide guidance and direction on all aspects of college operations.

Academic Manual
Administrative Manual
General Manual
Human Resources Manuals
Physical Resources Manual

Personal Information Banks

The following common personal information banks as described in Chapter II of this directory are maintained.

Employee Personnel, Payroll and Benefits Records
(payroll records only)
Library Users Lists
Ombudsman/Human Rights Commission
Ontario Student Assistance Program
Scholarships and Awards
Student Appeals (disciplinary, administrative, academic)
Student Applications
Student Athletics and Fitness Programs
Student Registration and Academic History
Vocational Testing and Counselling

Academic Division

This area is comprised of all academic units of the college reporting to the Vice President, Academic. These include Academic, Health Sciences, and Community Services; the School of Business and Graphic Arts; the School of Hospitality and Fashion; and the School of Technology and Science.

General Classes or Types of Records

Contain operational records common to community colleges as described in Chapter II of this directory, relating to the development and delivery of academic programs. Also contain information on the operation of the School of Hospitality Dining Room, the Health Sciences and Community Services Division Dental Clinic, and Day Care Centres.

Personal Information Banks

The following common personal information banks as described in Chapter II of this directory are maintained.

Co-op, Work Term, Final Placements
Day Care Registrants
Dental Clinic Patients

Graduate and Alumni Records

Teacher Workload Records (Standard Workload Form)
Test, Examinations and Assessments

Redirection Through Education Program Student Files

Location: Redirection Through Education Program Office. Legal Authority: Ministry of Colleges and Universities Act, R.S.O. 1990, c.M.19. Information Maintained: Name, address, date of birth, Social Insurance Number, academic, medical, mental health, psychiatric and personal history, application and intake records, functional level tests, psychiatric and psycho-social assessment reports if available, sponsorship authorization forms and invoices (Vocational Rehabilitation Services, Ministry of Community and Social Services, etc.) release of information forms, referral forms. Uses: Assist in providing appropriate rehabilitation services to people with psychiatric disabilities in a classroom setting and on an individual counselling basis; assist in administering the program; assist anonymized research into the program's effectiveness. Users: Department staff, referring or sponsoring agencies on the student's written request. Individuals in Bank: Students and potential students with psychiatric and mental health problems who are referred to the program. Retention and Disposal: Five years, then destroyed.

Access and External Relations Division

Under the direction of the Vice President, Access and External Relations, this division is comprised of the academic and administrative units providing outreach programs and services, marketing and business ventures. These include the Access and Program Development Division, Ventures, the Continuing Education Department and the Marketing Department.

General Classes or Types of Records

Contain operational records common to community colleges as described in Chapter II of this directory relating to the college's student access programs, community and international outreach activities, business and industry training programs, and business ventures.

Personal Information Banks

The following common personal information banks as described in Chapter II of this directory are maintained.

FUTURES Program Applicants and Participants
Ontario Basic Skills Program Trainees
Parking Records
Vocational Testing and Counselling

Also contain information on students and clients with special needs.

Deaf and Hard-of-Hearing and Special Needs

Student/Client Files

Location: Services for the Deaf and Hard-of-Hearing and Special Needs Program Office. Legal Authority: Ministry of Colleges and Universities Act, R.S.O. 1990, c.M.19.

Information Maintained: Name; address; date of birth; Social Insurance Number; academic and medical history; application and intake records; academic, medical and/or psycho-educational assessment reports; educational and/or psycho-educational tests; academic transcripts; sponsorship authorization forms and invoices (Vocational Rehabilitation Services; Ministry of Community and Social Services, etc.); release of information forms.

Uses: Assist in providing appropriate accommodation to students with special needs; assist in administering the program; assist anonymized research into the program's effectiveness. Users: Department staff, referring or sponsoring agencies on the student's written request.

Individuals in Bank: Students and potential students with special needs due to handicapping conditions, and others referred for assessment. Retention and Disposal: Not determined.

GEORGIAN COLLEGE OF APPLIED ARTS AND TECHNOLOGY

Head

Chair of the Board of Governors
Georgian College of Applied Arts and Technology
One Georgian Drive
Barrie, Ontario
L4M 3X9
Telephone: (705) 728-1951

Access

Freedom of Information and Privacy Coordinator
Georgian College of Applied Arts and Technology
One Georgian Drive
Barrie, Ontario
L4M 3X9
Telephone: (705) 728-1951



A public reading room for the review of manuals and other information is open during regular office hours on the third floor of the College Services Building, Building C, One Georgian Drive, Barrie.

Mandate

Georgian College, serving the areas of Bruce, Grey, Dufferin and Simcoe, and the districts of Muskoka and Parry Sound, provides full- and part-time post secondary, cooperative, continuous learning, apprenticeship and skills education to secondary school graduates, mature students, academic upgrading students and foreign students. Georgian offers general programs in applied arts, business, health sciences and technology, and specializes in such programs as automotive marketing, civil aviation, dispensing optician, marine engineering and tourism.

Organization

Georgian College is governed by a Board of Governors and is organized into five divisions: Academic, Administrative Services, Community Services, Human Resources and Student Services. This is an interim structure as the College is currently undergoing a reorganization. These divisions are headed by two vice presidents and three directors; all division heads report to the President. Georgian has three campuses: in Barrie, Orillia and Owen Sound. The principals of the Orillia and Owen Sound campuses also report to the President. Georgian's satellite campuses are in Parry Sound, Midland, Collingwood, Orangeville, and Walkerton with

three off-campus locations: in Barrie, Orillia and Owen Sound. Administrative headquarters are located in Barrie.

Divisions

Board of Governors

The Board of Governors, appointed by the Ontario Council of Regents, is a corporation responsible for establishing the college's purpose and direction, ensuring that the college is effectively and efficiently managed, establishing policies having college-wide application, and promoting effective communication with the college community. The board has two standing committees: Executive and Audit.

General Classes or Types of Records

Contain information relating to the development of policy, goals and objectives for the college and the overall direction of college operations and corporate functions, in addition to the following:

- Board of Governors' Awards
- Building and Property - Original Documents
- Bylaws
- Contracts/Agreements
- History/Profile of College
- Leases
- Master Plan
- Minutes of Board and Committees
- Official Ceremonies

Personal Information Banks

The following common personal information bank as described in Chapter II of this directory is maintained.

Board of Governors Membership

Office of the President

The President is appointed by the Board of Governors and is an ex-officio member of the board, responsible for the day-to-day operation of the college, advising the board of the development, and promotion and implementation of objectives and policies.

General Classes or Types of Records

Contain information relating to the management of the college and the implementation of board policies.

Personal Information Banks

None

Academic Division

The Vice President, Academic is responsible for developing and delivering academic programs in the

following schools: Applied Arts and Health Sciences, Business, Design and Visual Arts, Engineering Technology, and Hospitality and Tourism. The division is also responsible for the corporate functions of program evaluation, program development (program planning, development and evaluation), as well as for the operation of the Canadian Automotive Institute, the Civil Aviation Institute, the Great Lakes School of Marine Technology, the College Council, the college research centre, the development programs, the learning labs, secondary school curriculum relationships and articulation agreements.

General Classes or Types of Records

Contain operational records common to community colleges relating to the development and delivery of academic programs, and corporate management and development, as well as general administrative records, as described in Chapter II of this directory.

CAD/CAM Project
Skills Program
Trades Updating Program

Manuals

Issued to staff and instructors, and containing information on professional and human resource development as well as academic program development, delivery and evaluation.

Advisory Committee Guidelines
Course Outlines/Program Descriptions
Instructor Handbooks
Program Evaluation Process Booklet

Personal Information Banks

The following common personal information bank as described in Chapter II of this directory is maintained.

Dental Clinic Patients
Tests, Examinations and Assessments

In addition, the division maintains clinical evaluation information on nursing students.

Student Clinical Evaluations

Location: School of Applied Arts and Health Sciences.
Legal Authority: Ministry of Colleges and Universities Act, R.S.O. 1990, c.M.19. Information Maintained: Name, address, telephone number, student clinical evaluations. Uses: Evaluate Nursing students'

performance. Users: Health Science faculty and support staff. Individuals in Bank: Nursing students. Retention and Disposal: Not determined.

Administrative Services Division

The Director, Financial Planning is responsible for financial planning and budget control, financial services and physical resources. Included in these responsibilities are accounting, bookstore, printing, purchasing, shipping/receiving, furniture and equipment, contracts, ground maintenance and cleaning.

General Classes or Types of Records

Contain general administration records as described in Chapter II of this directory.

Manuals

Issued to staff and relate to college administrative policy and procedures.

College Equipment Maintenance System
Industrial Research Assistance Program
Printing Services Manual

Personal Information Banks

The following common personal information banks as described in Chapter II of this directory are maintained.

Health and Medical Records
Ontario Student Assistance Program
Student Applications
Student Athletics and Fitness Programs
Student Counselling Records
Student Registration and Academic History
Travel/Expense Accounts
Vocational Testing and Counselling

Community Development Division

The division is headed by a Vice-President and administers contract training programs, a variety of skills development programs including Canadian Job Strategy, Ontario Basic Skills, FUTURES, the Skills Incentive Fund, Cooperative Education and Graduate Placement including career development and job placement programs, as well as Community Industrial Training Committees and Local Advisory Committees. The division maintains relations and contacts with Ontario and other governments. Included in these responsibilities are marketing, official ceremonies, convocations, theatre allocation, telecommunications, switchboard and fundraising. Another division is Community Services,

which encompasses the School of Continuous Learning, University Relations, Corporate Training, Secondary School Curriculum Relationships and Articulation Agreements, Ontario Training Strategy (Ontario Skills Development Office (OSDO) and Ontario Skills Incentive Fund (OS)), Industrial Technology Advisory and French Language Services.

General Classes or Types of Records

Contain operational records common to community colleges as described in Chapter II of this directory, relating to government relations and the delivery of government-sponsored programs. Also contain the following records:

Community Industrial Training Committees
Independent Learning Centre
Kempfenfelt Conference Centre
Official Ceremonies
Theatre Advisory Committee Minutes

Manuals

Issued to students, staff and contain information on training and skills development programs.

Course Outlines/Program Descriptions
Georgian's Ontario Skills Development Office's
Georgian Press Operations
Operational Plan

Personal Information Banks

The following common personal information banks as described in Chapter II of this directory are maintained.

Co-op, Work Term, Final Job Placements
FUTURES Program Applicants and Participants
Graduate and Alumni Records
Ontario Basic Skills Program Trainees
Ontario Training Incentive Program Trainees
Scholarships and Awards

Also contain information on fundraising and conference centre client files are maintained.

Canadian Automotive Institute Fundraising

Location: Resources Development. Legal Authority: Ministry of Colleges and Universities Act, R.S.O. 1990, c.M.19. Information Maintained: Donor's name, address, telephone, and amount of donation. Uses: Keep track of donations made to Canadian Automotive Institute fundraising campaign. Users: Director, Resources Development and staff. Individuals in Bank: Donors to

the Canadian Automotive Institute Fund. Retention and Disposal: Not determined.

Georgian College Foundation Records

Location: Resources Development. Legal Authority: Ministry of Colleges and Universities Act, R.S.O. 1990, c.M.19; R.R.O. 1980, Reg. 640. Information Maintained: Donor's name, address, telephone number, occupation, activity donated to and amount, directors' names, addresses, telephone numbers, biographical information. Uses: Recruitment; maintain a record of past and present members; contract and communication for fundraising. Users: Georgian Foundation board of directors, administrative staff. Individuals in Bank: Past and present members of the board of directors, donors. Retention and Disposal: Not determined.

Kempfenfelt Conference Centre Client Files

Location: Kempfenfelt Conference Centre. Legal Authority: Ministry of Colleges and Universities Act, R.S.O. 1990, c.M.19. Information Maintained: Guest registration card with name, address, telephone, car licence, length of stay and room number. Uses: Identify client. Users: General Manager and administrative office staff. Individuals in Bank: Clients of the centre. Retention and Disposal: Five years, then destroyed.

Resources Development Fundraising Files

Location: Resources Development. Legal Authority: Ministry of Colleges and Universities Act, R.S.O. 1990, c.M.19, R.R.O. 1980, Reg. 640. Information Maintained: Donor's name, address, telephone number, campaign donated to and amount of donation. Uses: Keep track of donations made to various campaigns. Users: Resources Development, Financial Aid and Accounting staff. Individuals in Bank: Donors to the college. Retention and Disposal: Not determined.

Human Resources Division

The Director, Human Resources is responsible for human resources, payroll and benefits, human resources development, and organizational planning and development. This includes pay equity, employment equity, operational review and the annual report.

General Classes or Types of Records

Contain general administration records as described in Chapter II of this directory.

Manuals

Issued to staff and relate to college administrative policy and procedures.

Freedom of Information
Georgian College Policy Manual
Georgian College Procedures Manual
HRD Funding Guidelines
Human Resources Practices and Procedures

Personal Information Banks

The following common personal information banks as described in Chapter II of this directory are maintained.

Employee Personnel, Payroll, and Benefits Records
Employment Equity
Freedom of Information and Protection of Privacy Act Requests
Grievances and Arbitrations
Job Competition and Applications
Ombudsman/Human Rights Commission
Teacher Workload Records (Standard Workload Form)
Workers Compensation

Student Services Division

The Director, Computer and Information Services is responsible for Computer Services, Registrar's Office and Student Services. Included in these responsibilities are counselling, health services, athletics and recreational services, Students' Administrative Council and the Library/Media Centre. Responsibilities also include student admissions, registration, scheduling and statistics, space allocation, student records and convocation.

General Classes or Types of Records

Contain general administration records as described in Chapter II of this directory.

Personal Information Banks

The following common personal information banks as described in Chapter II of this directory are maintained.

Day Care Registrants
Health and Medical Records
Ontario Student Assistance Program
Student Appeals
Student Applications
Student Athletics and Fitness Programs
Student Counselling
Vocational Testing and Counselling

GO TRANSIT (TORONTO AREA TRANSIT OPERATING AUTHORITY)

Head

Chair
GO Transit
1120 Finch Avenue West
Toronto, Ontario
M3J 3J8
Telephone: (416) 665-9211

Access

Freedom of Information and Privacy Coordinator
Administration and Claims Office
GO Transit
1120 Finch Avenue West
Toronto, Ontario
M3J 3J8
Telephone: (416) 665-9211.



A public reading room for the review of manuals and other information is open during regular office hours in the library at 1120 Finch Avenue West, Toronto.

Mandate

In the public interest, GO Transit administers, designs and operates inter-regional transit systems; coordinates and integrates its operations with regional systems within its jurisdiction; advises regional transit authorities on their operations; and studies and investigates the use of provincial transit funds.

Organization

GO Transit is comprised of three divisions: Operations; Engineering, Development and Plant; and Planning, Finance and Administration. All activities are directed from GO Transit's offices in Toronto.

Divisions

Engineering, Development and Plant

The division provides technical expertise and communications services, administers and controls engineering projects, manages property and assets; and implements study projects.

General Classes or Types of Records

Contain information on consultants and contractors, property plans, repairs, maintenance, research and development, contracts, communications equipment and services, statistics and development studies.

Communications Equipment, Operation and Servicing
Consultants and Contractors - Listings
Electrical and Mechanical
Engineering Specifications and Standards
Environmental Reports
Graphics and Signs
Maintenance Reports and Work Orders
Project Management
Property Plans and Drawings
Property Repairs and Renovations
Transit Systems - Studies

Manuals

Issued to staff to provide detailed procedures, guidelines and instruction on the construction and maintenance of GO Transit facilities.

Engineering Policies and Procedures
Engineering Standards
Plant Management

Personal Information Banks

None

Planning, Finance and Administration

The division administers and controls financial matters (budget, audit, revenue) and human-resource matters (personnel, labour, safety); and manages the acquisition and disposal of property, equipment, and supplies and services. It is responsible for corporate policies and procedures, legal services, development of computer systems, public relations and ridership planning, and statistical information.

General Classes or Types of Records

Contain information on administrative and financial matters, corporate policies and procedures, records and forms management, computer systems, purchasing, public relations, accidents, claims, vandalism, security, property, personnel and payroll.

Annual Report
Purchasing and Tender Documents
Board Submissions
Budget and Financial Reports
Insurance Policies
Safety and Training
Ticket Inventory and Sales Reports

Transit Ridership and Statistics
 Transportation - Related Library Material
 Vendor Information Listings

Manuals

Issued to staff to provide direction, guidance and information on procedures for administrative programs and specific policy items.

Administration and Claims
 Corporate Administrative Policies and Procedures
 Corporate Human Resources Policies and Procedures
 Internal Audit
 Materials Management
 Tariffs

Personal Information Banks

The following common personal information banks as described in Chapter II of this directory are maintained.

Employment Equity Program
 Freedom of Information and Protection of Privacy Act Requests
 Litigation Files
 Medical Information (Personnel)
 Ombudsman/Human Rights Commission
 Workers' Compensation

Also contain information required for general administrative and financial purposes.

Claim Records

Location: Administration and Claims Office. Legal Authority: Toronto Area Transit Operating Authority Act, R.S.O. 1990, c.T.13, s.5(e). Information Maintained: Name, address, customer service and accident/incident reports, Insurance adjuster's reports, legal reports and opinions, medical reports and opinions, property repair estimates. Uses: Investigate and settle claims by or against GO Transit. Users: Claims staff, insurance adjusters, lawyers. Individuals in Bank: Individuals filing claims. Retention and Disposal: Not determined.

Competition Files

Location: Human Resources Office. Legal Authority: Toronto Area Transit Operating Authority Act, R.S.O. 1990, c.T.13, s.4. Information Maintained: Name, address, employment history, education, applications and/or resumes, driver's licence records (where applicable), interview questions and evaluations,

reference checks. Uses: Select candidates for vacant positions. Users: Human Resources staff, line managers, supervisors, internal/external auditors. Individuals in Bank: Internal/external applicants seeking employment. Retention and Disposal: Three years, then destroyed.

Employee History Files

Location: Human Resources Office. Legal Authority: Toronto Area Transit Operating Authority Act, R.S.O. 1990, c.T.13, s.4. Information Maintained: Name, address, telephone number, employee number, Social Insurance Number, date of birth, sex, marital status, employment history, education, medical information, driver's licence/operator, permit records (where applicable), credit record, job application/resume, performance appraisals, merit recommendations, disciplinary and recommendation letters, commendations, sick leave and vacation, benefits, pay rate, employee identification card. Uses: Record employee work history and performance; assess eligibility for promotions, transfers and courses; provide information to payroll staff. Users: Human Resources office staff, line managers, supervisors, internal/external auditors, authorized security personnel. Individuals in Bank: GO Transit employees. Retention and Disposal: From termination of employee plus 50 years, then transferred to archives.

Employment Application Inventory

Location: Human Resources Office. Legal Authority: Toronto Area Transit Operating Authority Act, R.S.O. 1990, c.T.13, s.4. Information Maintained: Name, address, telephone number, application/resume, employment history. Uses: Identify potential candidates for job competitions. Users: Human Resources staff, line managers, supervisors, internal/external auditors. Individuals in Bank: External applicants seeking employment. Retention and Disposal: One year, then destroyed.

Expense Accounts

Location: Controllers Office. Legal Authority: Toronto Area Transit Operating Authority Act, R.S.O. 1990, c.T.13, s.4(1). Information Maintained: Name, mailing address, employee number, advance account, expenses incurred, travel information. Uses: Record accountable advance and expenditure totals. Users: Accounts Payable Section staff, internal/external auditors. Individuals in Bank: GO Transit employees. Retention and Disposal: Seven years, then destroyed.

Grievance Records

Location: Human Resources Office. Legal Authority: Toronto Area Transit Operating Authority Act, R.S.O. 1990, c.T.13, s.4(1); Crown Employee Collective Bargaining Act, R.S.O. 1990, c.C.50, s.19, s.38 and s.39; Labour Relations Act, R.S.O. 1990, c.L.2, s.45 and s.89. Information Maintained: Name, grievance forms and correspondence, supporting documentation, recommendations and reports. Uses: Document the grievance process. Users: Human Resources staff, line managers, supervisors, Union steward. Individuals in Bank: GO Transit employees. Retention and Disposal: Not determined.

Legal Documents - Contracts, Agreements and Transactions

Location: Administration and Claims Office. Legal Authority: Toronto Area Transit Operating Authority Act, R.S.O. 1990, c.T.13, s.6. Information Maintained: Name, address, telephone number of individuals/companies involved in legal transactions, construction bonds, financial information, litigation, details of property transactions or personal contracts, contractor/consultant performance reports, drawings and specifications. Uses: Maintain records of legal transactions and contract administration. Users: Authorized administrative staff, solicitors, internal/external auditors. Individuals in Bank: Individuals involved in legal transactions and personal contracts. Retention and Disposal: Not determined.

Fare Collection/Refund Records

Location: Controllers/Claims Office. Legal Authority: Toronto Area Transit Operating Authority Act, R.S.O. 1990, c.T.13, s.10(1)(b)(iv) and s.10(4). Information Maintained: Name, address, telephone number, Social Insurance Number, identification number, credit card information. Uses: Identify individuals for the collection/refund of fares. Users: Revenue Accounting, Audit, Claims and Security staff. Individuals in Bank: Customers. Retention and Disposal: Up to six years, then destroyed.

Payroll Records

Location: Controllers Office. Legal Authority: Toronto Area Transit Operating Authority Act, R.S.O. 1990, c.T.13, s.4(1). Information Maintained: Name, address, employee number, payroll transactions, benefit options, Social Insurance Number, timesheets/cards. Uses: Issue pay cheques; prepare statistical reports (benefits, T-4 summaries). Users: Payroll staff. Individuals in Bank: GO Transit employees. Retention and Disposal: Variable,

up to 50 years after termination, then destroyed; select files to archives.

Public Relations

Location: Information Services Office. Legal Authority: Toronto Area Transit Operating Authority Act, R.S.O. 1990, c.T.13, s.5(d)(e) and s.6(2)(a) and (3). Information Maintained: Name, address, customer service reports, investigation reports, replies. Uses: Maintain a record of service complaints, investigate and respond to complaints, suggestions and information. Users: Information Services/Executive staff. Individuals in Bank: Individuals enquiring about GO Transit services. Retention and Disposal: Two years, then destroyed.

Student Identification Cards

Location: Revenue Accounting Office. Legal Authority: Toronto Area Transit Operating Authority Act, R.S.O. 1990, c.T.13, s.10(1)(b)(iv). Information Maintained: Name, address, identity card number, school attended, period of attendance. Uses: Identify individuals entitled to purchase tickets and passes at reduced rates. Users: Revenue Accounting staff, Audit and Security staff. Individuals in Bank: Students applying for an identity card. Retention and Disposal: Duration of school year, then destroyed.

Training and Development

Location: Human Resources Office. Legal Authority: Toronto Area Transit Operating Authority Act, R.S.O. 1990, c.T.13, s.4(1). Information Maintained: Name, employee number, education, driver's license record and testing, training/course attendance and record. Uses: Record employee's career and participation in training programs. Users: Human Resources staff, employee. Individuals in Bank: GO Transit employees. Retention and Disposal: Filed with Employee History file and maintained for 50 years after termination, then transferred to archives.

Operations

The division is responsible for the development, operations and procurement of bus, rail and support vehicle rolling stock and mobile equipment. It provides security for GO Transit equipment and property as well as a safe and reliable inter-regional transit system serving the general public.

General Classes or Types of Records

Contain information on the maintenance, procurement and operation of bus, rail and mobile equipment; the planning and development of transit schedules; and on procedures for sales and operations staff.

Agency, Terminal Operations
 Bus Administration
 Equipment - Planning and Development
 Equipment - Specifications and Standards
 Equipment History (maintenance and repairs)
 Fuel Reports
 Operating Statistics and Reports
 Scheduling Statistics

Manuals

Issued to staff to provide guidelines and instruction on the operation of bus-related customer service operations and procedures for rail operations centres.

Driver's Operating Instructor's
 Rail Operations

Personal Information Banks

Contain information on the operation of GO Transit equipment and the protection of its property and assets.

Equipment Operator Files

Location: Bus Administration/Equipment Office. Legal Authority: Toronto Area Transit Operating Authority Act, R.S.O. 1990, c.T.13, s.6 (2)(a); Highway Traffic Act, R.S.O. 1990, c.H.8, s.2; Occupational Health and Safety Act, R.S.O. 1990, c.O.1, Part I, s.5. Information Maintained: Employee name and number, training records, equipment issue, accident statistics and reports, performance records, licence/permit records. Uses: Train and monitor GO Transit staff. Users: Bus Administration, Bus Equipment and Human Resources staff. Individuals in Bank: GO Transit equipment operators. Retention and Disposal: Duration of employment, then added to Employee History file.

Lost and Found Records

Location: Lost and Found Office. Legal Authority: Toronto Area Transit Operating Authority Act, R.S.O. 1990, c. T.13, s.5. Information Maintained: Name, address, telephone number, customer identification, description of article(s). Uses: Return articles to customers. Users: Passenger Services, Security and Audit staff. Individuals in Bank: Customers. Retention and Disposal: Six months to one year, then destroyed.

Parking Records

Location: Security Office. Legal Authority: Toronto Area Transit Operating Authority Act, R.S.O. 1990, c.T13, s.10 (1)(b)(ii). Information Maintained: Name, address, daytime telephone number, vehicle make, model, licence number. Uses: Authorize parking in preferred carpool parking spaces. Users: Administrative/Project and Security staff. Individuals in Bank: Customers. Retention and Disposal: Six months or until renewal of application, then destroyed.

Security Investigations/Prosecutions

Location: Security Office. Legal Authority: Toronto Area Transit Operating Authority Act, R.S.O. 1990, c.T.13, s.10; Provincial Offences Act, R.S.O. 1990, c. P.33, Parts 1, 2, 3 and 5; Highway Traffic Act, c.H.8, s.21; Trespass to Property Act, c.T.21, s.9; Criminal Code of Canada, s.494. Information Maintained: Name, address, telephone number, date of birth, sex, occupation, driver's licence number, vehicle ownership, police and witness reports, criminal record, nature and circumstances of charge(s). Uses: Investigate and prosecute individuals. Users: Security, Audit and other authorized staff; Metropolitan Toronto Police and the Ministry of the Attorney General staff. Individuals in Bank: Individuals who commit an offence against GO Transit. Retention and Disposal: Not determined.

MINISTRY OF GOVERNMENT SERVICES

Head

Minister of Government Services
12th Floor, Ferguson Block
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Toronto, Ontario
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Access

Freedom of Information and Privacy Coordinator
Ministry of Government Services
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A public reading room for the review of manuals and other information is open during regular office hours on the ninth floor at 77 Wellesley Street West, Toronto.

Mandate

The ministry provides the government with accommodation, information technology and common corporate services, computer support for human resource management, and real property and mortgage administration management services for various provincial housing programs.

Organization

The ministry comprises four main divisions: Computer and Telecommunication Services, Corporate Services Division, Realty Group, and Supply and Services. The Communications Services Branch, Office of the French Language Services Coordinator and the Northern Ontario Relocation Program report to the Deputy Minister. Head office is 77 Wellesley Street West, Toronto, and there are 14 district offices throughout the province.

Divisions

Communications Services Branch

Responsible for internal and external communications activities including media liaison, official ceremonies, writing speeches and news releases, publications and

legislative support. It administers the ministry's customer service program, the art collection and the employee suggestion program.

General Classes or Types of Records

Contain background documentation and working papers for publications, speeches and reports.

Art Collection

Employee Suggestion Program

Personal Information Banks

None

Office of the French Language Services Coordinator

Coordinates the implementation of the French Language Services Act within the ministry, ensuring effective delivery of French language services to the public.

General Classes or Types of Records

Contain information on French language services implementation plans.

Personal Information Banks

None

Northern Ontario Relocation Program (NORP)

Coordinates the relocation of nine government organizations to selected northern Ontario communities.

General Classes or Types of Records

Contain information on building programming of six facility projects in the program, human resources policy and special measures, and community relations records for the five affected communities.

Capital Projects Status Reports

Employment Equity in Apprenticeship Records

Human Resources Approved Measures

Minutes of Regular Meetings (intra- and inter-ministerial committees and councils, OPSEU and government)

NORP Governing Principles

NORP New Buildings Portfolio

Objectives and Guidelines - Human Resources Facilities and Community Relations

Terms of Reference - Deputy Ministers' Steering

Committee Relocation Coordinators' Council

Personal Information Banks

None

Computer and Telecommunication Services (CTS)

Provides government ministries with cost-effective information technology services including computer processing, data storage, and computer centre management services. Telecommunication services include a government-wide computerized telephone system, teleconferencing, teletype and facsimile services, and radio communications systems.

General Classes or Types of Records

Contain technical information on software and hardware, vendor proposals, evaluations and contract agreements.

Computer and Controller Inventory
Telecommunications Network Equipment and Software
Vendor Proposals, Evaluations and Contracts

Personal Information Banks

None

Corporate Services Division

Responsible for internal support services including policy and planning, legal, audit, systems, finance and office services, human resources services and Freedom of Information and Protection of Privacy. The ministry also provides selected administrative services to the Lieutenant Governor's Office, the Office for Disability Issues, the Ontario Women's Directorate, the Information Technology Systems and Services Unit (Cabinet Office), and the Public Appointments Secretariat.

General Classes or Types of Records

Contain the common administrative files as described in Chapter II of this directory. Also contain information relating to internal safety services.

Manuals

Issued to staff to outline internal policies.

Ministry Information Technology Security Guidelines
Ministry Policy and Procedures
Ministry Safety Manual

Personal Information Banks

The following common personal information banks as described in Chapter II of this directory are maintained.

Career Planning/Training
Employment Equity Program

Freedom of Information and Protection of Privacy Act Requests
General Employment History and Payroll Information
Grievance and Applications
Identity/Employee Card
Job Competitions
Medical Information (Personnel)
Ombudsman/Human Rights Commission
Performance Management
Travel/Expense Accounts
Workers' Compensation

Debt Collection Litigation

Location: Central Collection Service. Legal Authority: Ministry of the Attorney General Act, R.S.O. 1990, c.M.17, s.16; Financial Administration Act, R.S.O. 1990, c.F.12, s.2. Information Maintained: Name, address, court documents, correspondence, notes, memoranda, client ministry files, various credit reports. Uses: Collect debts. Users: Internal section staff, contracted legal agents. Individuals in Bank: Persons indebted to the Crown. Retention and Disposal: Current, then returned to client for storage/disposal.

Realty Group

The Realty Group provides accommodation and real estate services for ministries and agencies of the Ontario government. The activities include the planning, design, construction, leasing, acquisition, sale, mortgage administration, land and property management service for government-owned and -leased facilities.

General Classes or Types of Records

Contain information on operational planning, financing and statistics for projects, contractors' pre-qualifications and performance evaluations, land management and a library resource centre.

Acquisition and Sales of Real Property
Construction (bonds and claims, building drawings, contracts, engineering services, performance evaluations and tendering documents)
Inventory of Government-Owned and -Leased Premises
Land Appraisals
Leasing Proposals and Contracts
Standards for Government Buildings (architectural, building code, energy management, fire code, accountability for disabled)
Surplus Properties
Survey Plans and Field Notes
Vacant Space Listings

Manuals

Technical operating procedures and guidelines are issued to staff.

Realty Group Policy Manual and Operating Procedures

Personal Information Banks

Contain information on relocation assistance to home-owning employees and tenants on government-owned property.

Home-Owner Employee Relocation Plan

Location: Real Estate Branch - West. Legal Authority: Financial Administration Act, R.S.O. 1990, c.F.12.

Information Maintained: Name, address, legal description of property, financial data related to the sale or purchase of residence. Uses: Offer assistance to home-owning employees who are transferred from one location to another at the government's request. Users: Branch, audit and client ministry staff. Individuals in Bank: Government employees who are relocating. Retention and Disposal: Not determined.

Tenant Property Files

Location: Real Estate Services Division. Legal Authority: Financial Administration Act, R.S.O. 1990 c.F.12. Information Maintained: Name, address, telephone number, employer, position/occupation, banking institution, history of payments, date of birth, driver's licence number, personal references, Social Insurance Number, spouse's name. Uses: Select tenants; collect rent. Users: Branch and audit staff, Central Collection Service, Ontario Mortgage Corporation, consumer reporting agencies, courts. Individuals in Bank: Tenants occupying government-owned property. Retention and Disposal: Variable, then destroyed.

Supply and Services Division

Provides corporate support services promoting public access to government programs and services and coordinating government purchasing activities; provides certain central common services; and provides certain corporate administrative services including the administration of employee pension plans, employee services and the Corporate Payroll (CORPAY) project.

General Classes or Types of Records

Contain information on the planning and management of acquisition and supply services (printing, stationery and office supplies, public tenders, collective purchasing, trucking and vehicle maintenance and assets disposal); information services (government central switchboard,

translations, mail services, government publications, records centre and public access services); central common services (cheque production and mailing, debts collection, official congratulatory scrolls, and insurance and risk management); and general administration of the Integrated Payroll, Personnel and Benefits Recording System (IPPEBS); Central Attendance Recording System (CARS) and operational support for the CHRIS project. Also contain information relating to medical education materials, evacuation plans for government buildings and first-aid services for government employees.

Fire Safety Plan and General Building Inspection Reports
Government of Ontario Telephone Directory Database
Key Word in Context (KWIC) (index of programs and services)

Official Congratulatory Scrolls
Ontario Government Employee Health Education
Ontario Government Payment Records
Printing Services Source List
Publications Inventory/Sales Records
Purchase Contracts
Supplier Information Service (SIS)
Surplus Assets Sales and Disposal
Tender Documents

Manuals

Issued to ministry benefits coordinators to provide information on the entitlement of Ontario government employees to benefits.

Employee Benefits Guidelines

Personal Information Banks

The following common personal information banks as described in Chapter II of this directory are maintained.

Central Attendance Recording System (CARS)
Integrated Payroll, Personnel and Employee Benefits System (IPPEBS)

Also contain medical information on Ontario government employees, information on employee counselling services and pension payroll administration, and information on debt collection activities and insurance claims.

Debt Collection Accounts Receivable

Location: Central Collection Service. Legal Authority: Ministry of Government Services Act, R.S.O. 1990, c.M.25, s.5(2)(c); Financial Administration Act, R.S.O. 1990, c.F.12, s.2(3); Consumer Reporting Act, R.S.O. 1990, c.33, s.8(1). Information Maintained: Name,

address, Social Insurance Number, credit and loan history, financial assessments and correspondence. Uses: Recover monies owed to the Crown. Users: Internal section staff, contracted agents, solicitors and client ministry staff for specific files. Individuals in Bank: Persons and corporations indebted to the Crown. Retention and Disposal: Seven years, then destroyed.

Insurance Claims

Location: Insurance and Risk Management Unit. Legal Authority: Ministry of Government Services Act, R.S.O. 1990, c.M.25, s.5. Information Maintained: Name, address, occupation, personal insurance history, incident description, correspondence. Uses: Determine eligibility of claims, payment history and method. Users: Internal section staff, staff in insurance companies processing claims. Individuals in Bank: Claimants. Retention and Disposal: Five years, then destroyed.

Ontario Government Employee Counselling

Location: Employee Services Branch. Legal Authority: Ministry of Government Services Act, R.S.O. 1990, c.M.25, s.5. Information Maintained: Name, address, age, sex, education, employment history, problems, interventions, outcomes, family history, social history, health status, vocational status. Uses: Counselling notes. Users: Internal staff only. Individuals in Bank: Ontario government employees who are clients. Retention and Disposal: Three years, then destroyed.

Ontario Government Employee Debt Deductions

Location: Central Collection Services. Legal Authority: Public Service Act, R.S.O. 1990, c.P.47, s.26. Information Maintained: Name, sex, address, financial information, salary, indebtedness, Social Insurance Number, credit reports, correspondence and payment history. Uses: Document employee debts; correspond with creditors; access to IPPEBS data bank. Users: Internal section staff, ministries' payroll offices. Individuals in Bank: Provincial government employees whose debts are paid through deductions under the Public Service Act. Retention and Disposal: Seven years, then destroyed.

Ontario Government Health Service

Location: Health centres in various Metro locations. Refer to the Government of Ontario Telephone Directory for addresses. Legal Authority: Public Service Act, R.S.O. 1990, c.P.47; R.R.O. 1990, Reg. 881 s.68(3); Health Disciplines Act, R.S.O. 1990, c.M.4; R.R.O. 1990, Reg. 448, s.27(3) and s.27(22); Workers'

Compensation Act, R.S.O. 1990, c.W.11, s.21(1); Occupational Health and Safety Act, R.S.O. 1990, c.O.1; R.R.O. 1990, Reg. 692; O. Reg. 714/82 and O. Reg. 156/84. Information Maintained: Name; address; health, medical and work history. Uses: Maintain health records. Users: Employee Health Services staff. Individuals in Bank: Ontario government employees referred. Retention and Disposal: Forty years, then destroyed.

Affiliated Agencies

Ontario Mortgage Corporation (OMC)

Responsible for mortgage lending and collection activities.

General Classes or Types of Records

Contain information on mortgage and lease administration and services, and accounting.

Land Planning and Development Projects
Mortgage Administration and Services
Mortgage and Lease Accounting
Special Ministry Program Materials

Manuals

Internal policy and operating procedures manuals are issued to staff.

OMC Loan Accounting Manual
OMC Mortgage Administration

Personal Information Banks

Contain information necessary for the approval and administration of mortgages.

Mortgage and Lease Agreements

Location: Corporate Management and Mortgage Branch. Legal Authority: Business Corporations Act, R.S.O. 1990, c.B.16. Information Maintained: Name, address, mortgage payment history, correspondence. Uses: Document and process payments for mortgage and tenancy agreements; other administrative purposes. Users: Internal section staff. Individuals in Bank: Mortgagors/tenants of OMC. Retention and Disposal: Not determined.

Provincial Judges Benefits Board

Authorizes payments of benefits to provincial judges and administers the Provincial Judges Benefits Plan.

Ministry of Government Services (MGS)

General Classes or Types of Records

Contain general administrative records.

Personal Information Banks

Contain information for the administration of pension benefits.

Judges' Pension Benefits

Location: General Service Branch. Legal Authority:

Courts of Justice Act, R.S.O. 1990, c.C.43; O. Reg.

332/84, s.35. Information Maintained: Name, address,

Social Insurance Number, employment history,

assessment for superannuation/disability benefits. Uses:

Determine eligibility; document payments. Users:

Internal branch staff. Individuals in Bank: Provincial

judges and/or spouses receiving benefits. Retention and

Disposal: Forty years, then destroyed.

Real Estate Advisory Board

The board advises the minister on real estate matters.

General Classes or Types of Records

Contain general administrative records.

Personal Information Banks

None

MINISTRY OF HEALTH

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A public reading room for the review of manuals and other information is open during regular office hours on the first floor at 15 Overlea Boulevard, Toronto.

Mandate

The ministry is responsible for ensuring the good health of Ontario residents by administering such programs as health insurance, care for the mentally ill, extended health care, home care services, drug programs, the regulation of hospitals and nursing homes, and the planning and coordination of community health programs. The ministry also operates psychiatric hospitals and a number of medical laboratories, and coordinates ambulance services across the province.

Organization

The ministry has four groups headed by Assistant Deputy Ministers. Ministry programs are administered and the public is served directly by the head office in Toronto, the head office for Health Insurance and Claims Payment in Kingston and field offices for each major program.

Divisions

Health System Management Group

The group is responsible for the provision of institutional health care services which include funding for hospitals, developing policies and programs for capital and operations; maintaining liaison with institutions; directing the operation of the 10 provincial psychiatric hospitals; and supporting the Clarke Institute of Psychiatry, the Addiction Research Foundation, the Ontario Mental Health Foundation and the Ontario Cancer Treatment and

Research Foundation. The group is responsible for laboratory services and ensures the availability and supply of specialized assistive devices and supplies to eligible residents. This group is also responsible for policies governing the Ontario Health Insurance Plan and the Northern Health Travel Grant Program, and operates the Alternative Funding Program under the Independent Health Facilities Act. The group comprises the Institutional Health Division, which consists of the Hospital Programs Branch, Hospital Operations Branch, Planning and Support Services Branch and Mental Health Facilities Branch; the Health Insurance Division, which consists of the Provider Services Branch, Client Services Unit and Alternative Funding Unit; as well as the Assistive Devices Branch and Laboratory Services Branch.

General Classes or Types of Records

Contains information on the ministry's capital program, the administration of approved project grants, and the distribution of operating funds to hospitals and related facilities; programs in hospitals and health care facilities; and, testing used in the epidemiology of communicable diseases, laboratory licensing and inspection. Contains information on policies and procedures for the direction and administration of Health Insurance and alternative funding, access to health insurance coverage, licensing independent health facilities. Also contains information relating to the acquisition, use and cost of assistive devices.

Assistive Devices Program

Community Advisory Board - annual reports, minutes of meeting
Coordinators (administrative, financial, and project)
Disaster Planning
Extended Health Care - Reviews by Medical Eligibility Committee
Fee Negotiations
General Correspondence
Health Care Facilities and Nursing Homes - Plans and Specifications
Health Resources Capital Construction Fund
Hospital Building Projects - Grants and Financial Assistance
Incident Reporting and Analysis
Independent Health Facilities - Fund, Licence, Quality Assurance, Inspection
Industrial Therapy Contracts and Records
Insured Services Fee Schedules
Interhospital and Community Committees
Interministry Committees
Laboratory and Tuberculosis Sensitivity Reports
Laboratory Licensing and Inspection

Ministry of Health (HEALTH)

Laboratory Reports on Daily and Related Products
Medical/Facility Claims - Adjudication, Payment Policy
Monthly Licence Renewal Schedules
Monthly Reports of Laboratory Work
Northern Health Travel Grant - Policy
Occupational Health and Safety
Ontario Health Insurance Plan - Policy, authorizations, thresholds, reallocation
Patient Activity Statistics
Physician/Practitioner Review
Physicians - Statistical Information
Practitioner Claims - Payment Policy
Professional Governing Bodies
Provincial Psychiatric Hospitals - Incident/Accident Reports and Analyses
Provincial Psychiatric Hospitals - Industrial Workshop Contracts
Provincial Psychiatric Hospitals - Preventive Maintenance, Safety and Inspection Logs
Provincial Psychiatric Hospitals - Program Planning and Inventory
Provincial Psychiatric Hospitals - Quality Assurance and Audit Reports
Public Interest Evaluation Reports
Quality Management Reporting
Statistical Information and Reports
Strategic and Operational Planning
X-Ray Installation, Inspections and Plan Location (approvals, chiropractors, dentists, clinics, hospitals, podiatrists, others)
X-Ray Machines - Application for Ownership Registration

Manuals

Issued to provide guidelines on the operation of hospitals, construction projects, the selection of lighting and illumination levels for hospitals, control of legionellae and environmental aspects of institutional health care facilities. Issued to staff and ministry managers to provide policies and guidelines on Health Insurance program delivery and Alternative Funding program delivery. Issued to practitioners, hospitals, laboratories and facilities to provide guidelines on Health Insurance administrative and operational policies and procedures. Issued to staff in regional public health laboratories and the central laboratory in Toronto to provide guidelines for the uniform performance of tests (procedures and reporting) and to promote recommended safety procedures.

Administrative (Policies and Procedures, Emergency Procedures, Occupational Health and Safety)
Guide for Electrical Systems in Patient Care Areas in Hospitals
Guide to the Collection and Submission of Specimens
Health Insurance Bulletins (practitioners)
Heating, Ventilation and Air Conditioning
Hospitals - Operating Policy Hospitals - Planning
Illumination Systems in Hospitals
Independent Health Facilities Guidelines for District Health Councils
Laboratory Safety
Manual of Operating Guidelines
Out-of-Country Claims Policy
Physician Registration Manual
Procedures (biochemistry, clinical bacteriology, environmental bacteriology, mycobacteriology, mycology, parasitology, serology, virology)
Recommendations for Control of Legionellae in Hospitals
Registration Policy Manual

Personal Information Banks

Contains medical information on patients of private hospitals, financial records of patients of provincial psychiatric hospitals and mental health service inquiries. Contains laboratory test results used by health care professionals for the management, treatment and diagnosis of disease and by private citizens for management of their drinking water. Also contains information concerning newborn screening.

Assistive Devices - Authorizer Registration Records

Location: Assistive Devices Branch. Legal Authority: Ministry of Health Act R.S.O. 1990, c.M.26, s.6(1)(d). Information Maintained: Name, home and employment address, telephone number, registration number, professional qualifications, employment history. Uses: Determine eligibility to be a registered authorizer. Users: Branch Administrative staff, professional Program consultants, audit staff and ministry's Legal Services Branch staff. Individuals in Bank: Individuals applying for registration with the Assistive Devices program. Retention and Disposal: Seven years and then transferred to archives.

Assistive Devices - Patients' Financial Records

Location: Assistive Devices Branch and Finance and Accounting Branch. Legal Authority: Ministry of Health Act, R.S.O. 1990, c.M.26, s.6(1)(d). Information Maintained: Name, address, telephone number, financial information, vendor's invoice for equipment, vendor name, address and registration number. Uses: Identify

and verify type and quantity of device received; respond to inquiries from vendors and health care professionals; prepare budget; audit purposes. Users: Administrative staff, professional program consultant, Audit Branch staff. Individuals in Bank: Individuals receiving assistance under the Assistive Devices Program. Retention and Disposal: Seven years, then transferred to archives.

Assistive Devices - Patients' Prescription Records

Location: Assistive Devices Branch. Legal Authority: Ministry of Health Act, R.S.O. 1990, c.M.26, s.6(1)(d). Information Maintained: Name; date of birth; sex; address; telephone number; health number; OHIP number; diagnosis; physician's name; telephone number and registration number; authorized equipment; health professional's name and registration number; vendor name, address and registration number. Uses: Determine eligibility. Users: Administrative staff, professional program consultants, Audit Branch staff. Individuals in Bank: Individuals applying for assistance under the Assistive Devices program. Retention and Disposal: Ten years, then transferred to archives.

Assistive Devices - Vendor Registration Records

Location: Assistive Devices Branch and Finance and Accounting Branch. Legal Authority: Ministry of Health Act R.S.O. 1990, c.M.26, s.6(1)(d). Information Maintained: Company name, address, corporate registration, financial information, business and professional references, registration number. Uses: Determine eligibility to be a registered vendor. Users: Branch administrative staff, professional program consultants, audit staff and ministry's Legal Services Branch staff. Individuals in Bank: Individuals applying for registration with the Assistive Devices program. Retention and Disposal: Seven years, then transferred to archives.

Correspondence/Files - Insured Persons and General Public

Location: Health Insurance Division. Legal Authority: Health Insurance Act, R.S.O. 1990, c.H.6; Independent Health Facilities Act, R.S.O. 1990, c.I.3, s.3, 5, 6, 9, 18, 36. Information Maintained: Name, address, inquiries, health number, enrolment, financial and medical information, decisions of the Medical Eligibility Committee and Health Service Appeal Board, legal opinions, court orders, subpoenas, decisions and recommendations. Uses: Determine eligibility for enrolment for Ontario health coverage; assess claims;

provide background data for the development of Ministry of Health program policy; compile statistics. Users: Health Insurance Division staff, Claims Payment Operations staff, authorized ministry officials, Legal Services Branch staff, Health Service Appeal Board, other specifically authorized agencies. Individuals in Bank: Health Insurance subscribers, members of the general public inquiring about enrolment, claims or grants. Retention and Disposal: One to 10 years, then destroyed.

Correspondence/Files - Physicians and Practitioners/Facility Operators

Location: Health Insurance Division. Legal Authority: Health Insurance Act, R.S.O. 1990, c.H.6; Independent Health Facilities Act, R.S.O. 1990, c.I.3, s.3, 5, 6, 9, 18, 36. Information Maintained: Name, address, inquiries, medical and enrolment information, Independent Health Facilities licence information, fees claimed and paid for insured services and facilities, physicians/practitioners/ Independent Health Facility registration number, address, telephone number, professional qualifications, licensing information, financial and billing information, review committee's referral information and decisions, decisions of the Health Services Appeal Board/Health Facilities Appeal Board and the courts, third party representation, legal opinions, court orders, subpoenas, staff decisions and recommendations. Uses: Respond to inquiries about registration, physician, practitioner and facility operator reimbursements; monitor physicians', practitioners' and facility operators' billing; assess entitlement to insurance registration and licensing; determine whether or not to make referrals to the review committee or other specifically authorized agencies; compile statistics; provide information as required. Users: Health Insurance Division, Claims Payment Operations staff, authorized ministry officials, Legal Services Branch staff, Health Service Appeal Board, other specifically authorized agencies. Individuals in Bank: Physicians/practitioners registering or making claims for payment, independent facility operators or whose practices are under review by the Ministry of Health. Retention and Disposal: Ten years, then destroyed.

Independent Health Facilities

Location: Health Insurance Division. Legal Authority: Independent Health Facilities Act, R.S.O. 1990, c.I.3. Information Maintained: Facility name, registration number, address, site plans, organization charts, position descriptions, providers, provider registration numbers,

provider qualifications; facility owner/operator name, address, corporate information, business experience; applications for licence, transfer, relocation, expansion; method of payment, types of services, quality assurance data and reports, inspection data and reports, facility monitoring system; conditions of licence for each facility. Uses: Monitor, determine eligibility in order to issue, renew or revoke licences; determine funding, record and generate payment; determine recoverable amounts; investigate allegations of fraud; inspect, assess quality assurance; compile statistics and make reports. Users: Staff of Health Insurance Division, Information Systems Division, and Finance and Accounting, Legal Services Branch staff, authorized ministry officials, Health Services Appeal Board, Health Facilities Appeal Board, College of Physicians and Surgeons of Ontario and District Health Councils. Individuals in Bank: Facility owners/operators, physicians and other persons who are involved in the provision of services in the independent health facility. Retention and Disposal: Not determined.

Independent Health Facilities Agency System

Location: Health Insurance Division, Alternative Funding Unit. Legal Authority: Independent Health Facilities Act, R.S.O. 1990, c.I.3. Information Maintained: Facility name, billing registration number, site and mailing addresses, mobile site addresses, administrator, quality advisor, management firm, accreditation date and organization, equipment registration number with the X-Ray Inspection Services or Atomic Energy Commission, district health council region; facility operator/owner name, address, corporate information, citizenship status, physician, registration number, partners name & address, partnership interest, affiliate relationship; licence number, licence type, licence effective date, licence expiry date, licence status, Maximum Allowable Consideration value, licensed services, licensed categories, claims/service encounter data processing rules. Uses: Record, maintain, update and inquire on data for licensed Independent Health Facilities in Ontario; control payment of licensed services only; collect service encounter data; compile statistics and produce profile reports on IHFs. Users: Staff of Health Insurance Division, Claims Payment Operations. Individuals in Bank: Licensed IHF facility owners/operators. Retention and Disposal: Fifty years, then destroyed.

Laboratory Proficiency Testing Program (LPTP)

Location: Laboratory Licensing and Inspection Service. Legal Authority: Laboratory and Specimen Collection

Centre Licensing Act, R.S.O. 1990, c.L.1. Information Maintained: Billing lists for LPTP tests, legislation relating to the testing program, minutes of conjoint committee. Uses: Supply ministry's central accounting division and the Ontario Medical Association with information required for the billing and proficiency-testing of laboratories. Users: Branch administrative staff, Finance and Accounting Branch staff, Ontario Medical Association (LPTP). Individuals in Bank: Owners and staff of licensed laboratories. Retention and Disposal: Ten years, then destroyed.

Laboratory Specimen-Data Sheets

Location: Central Public Health Laboratory and regional public health laboratories in Hamilton, Kingston, London, Orillia, Ottawa, Palmerston, Peterborough, Sault Ste. Marie, Sudbury, Thunder Bay, Timmins and Windsor. Legal Authority: Health Protection and Promotion Act 1983 R.S.O. 1990, c.H. 7. Information Maintained: Name, date of birth, sex, health, medical history, physician's name, test results and analyses. Uses: Provide a record of laboratory tests; compile statistics. Users: Branch and ministry administrative staff (statistical data only), physicians (treatment of patients) and private citizens (quality of drinking water only). Individuals in Bank: Medical patients, private citizens and public health agencies. Retention and Disposal: Water quality records - three months, then destroyed; other records - two years, then destroyed.

Licensing - Specimen Collection Centres, Hospital and Private Laboratories

Location: Laboratory Licensing and Inspection Services. Legal Authority: Laboratory and Specimen Collection Centre Licensing Act, R.S.O. 1990, c.L.1. Information Maintained: Name, address, age, copy of licence, inspection reports, public-interest evaluation reports, invoices, qualifications, employment eligibility of staff, rationale for refused or cancelled licence. Uses: Maintain record of licensing history (renewal, cancellation, refusal, inspections, action taken by the licensee and the ministry); control, management, and statistical purposes. Users: Branch administrative staff, Inspection Service inspectors, Legal Services Branch staff, Laboratory Review Boards. Individuals in Bank: Applicants for laboratory licences, owners and operators of licensed laboratories and specimen collection centres, staff of laboratories and specimen collection centres. Retention and Disposal: Thirteen years, then destroyed; select refused applications to archives.

Malpractice Insurance Premium Reimbursement/Liability Protection Coverage Reimbursement

Location: Health Insurance Division. Legal Authority: Health Insurance Act, R.S.O. 1990, c.H.6, s.2. Information Maintained: Doctor's/chiropractor's name, title, address, telephone number, licence number, OHIP registration number, specialty code. Canadian Medical Protective Association class category, Canadian Medical Protective Association acknowledgement or equivalent. Uses: Program and information no longer actively maintained by the Ministry of Health; respond to inquiries. Users: Staff of Health Insurance Division, Finance and Accounting Branch, Ministry of Treasury and Economics, Ministry of Government Services, Payments Branch, Legal Services Branch and Information Systems Branch. Individuals in Bank: Doctors/chiropractors applying for Malpractice Insurance Premium Reimbursement or Liability Protection Coverage Reimbursement. Retention and Disposal: Seven years, then destroyed.

Out-of-Country Authorizations

Location: Health Insurance Division. Legal Authority: Health Insurance Act, R.S.O. 1990, c.H.6, O.Reg. 31/92. Information Maintained: Name; health number; birth date; sex; address; telephone number; medical practitioner name, address and telephone number; diagnostic codes; fee schedule codes; length of waiting period; treatment information and availability; date approved; approved rates and length of stay; provider facility number, name and address. Uses: To record applications for prior approval/denial for payment of out-of-country medical and hospital services; provide case information to Claims Payment Operations for the payment of approved out-of-country claims; provide case information for Health Services Appeal Board; respond to inquiries. Users: Staff of Health Insurance Division, Claims Payment Operations. Individuals in Bank: Persons requesting prior approval for medical procedures performed outside of Canada. Retention and Disposal: Not determined.

Practitioner Registry (HRR)

Location: Health Insurance Division. Legal Authority: Health Insurance Act, R.S.O. 1990, c.H.6, s.15 to s.18. Information Maintained: Name, physician registration number, address, telephone number of provider or provider group, names of group members, sex, professional qualifications, specialty and licensing information with effective dates, fee payment information, billing information including option status,

submission, billing agent, source-document numbers, practitioner's OHIP registration numbers, hospitals where physician/practitioner has privileges, name of university. Uses: Confirm entitlement; determine manner in which fees are to be paid; generate mailing information; monitor practitioners' billings; identify practitioners for payment recovery purposes; produce lists of practitioners, registered physicians and hospitals; respond to inquiries; provide statistics. Users: Staff of Health Insurance Division, Claims Payment Operations, authorized ministry officials, Legal Services Branch, Drug Programs Branch, Finance and Accounting Branch and Information Systems Division. Individuals in Bank: Practitioners in Ontario and some from outside Ontario applying for OHIP registration. Retention and Disposal: Fifty years, then destroyed.

Private Hospitals - Patients' Medical Records (closed private hospitals)

Location: Records Centre. Legal Authority: Private Hospitals Act, R.S.O. 1990, c.P.24; R.R.O. 1980, Reg. 799, s.7 to s.10. Information Maintained: Name, sex, medical history, age. Uses: Satisfy legislative requirements for hospital patient records. Users: Administrative staff for repository purposes, patients or their legal representatives. Individuals in Bank: Former patients of closed private hospitals. Retention and Disposal: Twenty years, then destroyed.

Provincial Psychiatric Hospitals - Patients' Financial Records and Records of Belongings

Location: All provincial psychiatric hospitals. Legal Authority: Ministry of Health Act, R.S.O. 1990, c.M.26, s.6(1)(1), (2) and (7) and s.6(2)(d); Mental Hospitals Act, R.S.O. 1990, c.M.8, s.6 and 7; Mental Health Act, R.S.O. 1990, c.M.7, s.37. Information Maintained: Name, requisitions, debit slips, statements for patient's money, financial transactions and record of belongings. Uses: Monitor financial resources of patients; obtain money from public trustee; provide record of belongings and financial transactions. Users: Financial staff, auditors, clinical staff. Individuals in Bank: Inpatients, outpatients and discharged patients. Retention and Disposal: Ten years after death or termination of custody and after clearance with relevant trustees, then destroyed.

Psychiatric Service Inquiries - Client Files

Location: Corporate Information Resource Centre. Legal Authority: Ministry of Health Act, R.S.O. 1990, c.M.26, s.6(1)(1), (2) and (7) and s.6(2)(d); Mental

Ministry of Health (HEALTH)

Hospitals Act, R.S.O. 1990, c.M.8, s.6 and 7; Mental Health Act, R.S.O. 1990, c.M.7, s.37. Information Maintained: Name, medical information, diagnosis and treatment. Uses: Resolve problems concerning treatment and the provision of services. Users: Authorized branch and psychiatric hospital staff. Individuals in Bank: Individuals with special needs or in special circumstances. Retention and Disposal: Not determined.

Unauthorized Payment (Health Care Accessibility Act)
Location: Health Insurance Division. Legal Authority: Health Care Accessibility Act, R.S.O. 1990, c.H.3. Information Maintained: Name, address, telephone number, date of birth, sex, practitioner's name, registration number of person seeking declaration under this act, claim number, claim type, date of service, amount paid to the practitioner, amount reimbursed by OHIP, claims history, proof of payment to the practitioner, copies of practitioner's remittance advice, and relevant correspondence. Uses: Investigate and process requests for reimbursements of unauthorized payments to practitioners; provide statistics; respond to inquiries. Users: Staff of Health Insurance Division, Ministry of Health Legal Branch. Individuals in Bank: Residents of Ontario and practitioners. Retention and Disposal: Not determined.

Health Strategies Group

Health Strategies Group develops plans and policies to lead and manage change and shift the health care system from hospital and illness-based care, to community services and health promotion, with an increased emphasis on the determinants of health. The group is also responsible for negotiations with health care professionals, policy development, health planning, research, evaluation, inter-governmental affairs, health human resources planning, information resources and fiscal strategies. The group is comprised of the following areas: Assistant Deputy Minister's Office, Negotiations Secretariat; Health Strategies Office; Policy, Programs, and Research Branch; Information, Planning, and Evaluation Branch; Fiscal Strategies Branch, Health Human Resources Planning Division and its units - Underserved Area Program, Alternate Payments Unit, and Health Human Resources Policy Unit, Public Appointments Office, French Language Services, as well as Professional Relations Branch and Health Board Secretariat.

General Classes or Types of Records

Contains information systems projects, requests for information, tendering records systems development,

vendor information on communications and software technology, general statistics on expenditures and utilization, bursaries and fellowships, research grants and awards, federal approval for the disbursement of funds, minutes of ministry meetings concerning policy matters and changes to regulations affecting monetary controls, and policy development. Also contains information relating to general administrative, financial and advisory services; district health council meetings, annual conferences of action centre, internal statistical reports, summaries of programs in other ministries, and analyses of district health council reports and meetings; women's health issues and health care issues in Northern Ontario.

Action Centres - Conference Reports on District Health Councils Health Statistics
Analysis of Alternate Payment Arrangements - OHIP Awards, Bursaries and Grants - Administration
Cabinet Committee on Social Policy - Meetings
Community Mental Health Services - Annual Report Documentation
District Health Councils - Area Planning Coordinators Estimates and Actual Resources System
External Appraisers of Research Applications - Registry Fee Negotiations
General Hospitals - Budgets, Settlements, Statistics
Health Care Systems Research Grants - Registry
Health Care Systems Research Review Committee - Minutes
Health Disciplines Coordination
Health Professions - Requests for Regulation Amendments
Health Professions Legislation Review - Submissions, General Correspondence
Health Research Personnel Awards - Register
Health Research Personnel Committee - Minutes
Health System Reviews
Incentive Grants - Applications and Agreements by Discipline
Integrated Services for Northern Children - Agenda and Minutes
Labour, Material and Supervision (LMS) - Studies
Manpower Committee Files (health disciplines)
Medical Consents - Proposed Legislation
Negotiation Files/Ontario Association of Medical Laboratories
Negotiation Files/Ontario Association of Optometrists
Negotiation Files/Ontario Chiropractic Association
Negotiation Files/Ontario Dental Association
Negotiation Files/Ontario Medical Association
Negotiation Files/Ontario Osteopathic Association
Negotiation Files/Ontario Pharmacy Association

Negotiation Files/Ontario Physiotherapy Association
Negotiation Files/Ontario Podiatry Association/Chiropractic
Northern Health and Human Resource Committee - Agenda and Minutes
Ontario Health Survey
Ontario Medical Association (OMA) - Retrospective Study on Fee Schedules
Physicians - Statistical Information
Projects (health-related information requests, health care delivery systems, computer and general systems, health manpower services)
Research Grants Review Committees - Lists
Special Studies and Reports Impacting on Northern Ontario
Statistical Data Package (specifics)
Statistical Information and Reports
Statistical Reports and Tabulations (OHIP enrolment, etc.)

Manuals

Issued to staff to provide policies and procedures governing district health councils, guidelines and procedures for addressing requests for personal information, and guidance on administrative and operational policies and procedures.

Assessment of Research Applications - Guidelines
Corporate Policy and Procedures
District Health Councils - Administration
Health Research and Development Grants - Brochure
Research Grants Review Committees - Procedures

Personal Information Banks

Contain information on bursaries and fellowships for consultants, and the eligibility of immigrant physicians for post-graduate medical training in Ontario. Also contain information on planning and evaluation of health care services.

The following common personal information bank is described in Chapter II of this directory are maintained.

Bursary Program - Dental, Medical, Occupational Therapy, Physiotherapy, Speech Pathology and Audiology and Chiropractic Practitioners

Location: Underserved Area Program. Legal Authority: Ministry of Health Act, R.S.O. 1990, c.M.26; O.Reg. 438/83, as amended (Dental); O.Reg. 612/91 (Dental-French version); O.Reg. 437/83, as amended (Medical); O.Reg. 611/91 (Medical-French version); O.Reg.

289/84, as amended (Occupational Therapy); O.Reg. 614/91 (Occupational Therapy-French version); O.Reg. 488/82, as amended (Physiotherapy); O.Reg. 440/83 (Speech/Audiology); O.Reg. 613/91 (Speech/Audiology-French version); O.Reg. 424/87 (Chiropractic).

Information Maintained: Name, address, education record, confidential report from faculty concerning completion of previous academic year and persons awarded/not awarded bursaries. Uses: Evaluate and support decisions to award bursaries. Users: Program consultants, administrative staff. Individuals in Bank: Third-year, fourth-year and post-graduate dental, medical, physiotherapy, occupational therapy, speech, audiology and chiropractic students. Retention and Disposal: Five years, then transferred to archives.

District Health Council Membership

Location: Information Planning and Evaluation and Public Appointments Registrar's Office. Legal Authority: Ministry of Health Act, R.S.O. 1990, c.M.26, s.9. Information Maintained: Name, address, telephone number, professional/employment experience, other associations. Uses: Process applications for membership by forwarding to minister; monitor status of application; report on profile of membership. Users: District Health Council (DHC) staff. Individuals in Bank: Applicants for District Health Council membership. Retention and Disposal: Two years after appointment has expired, then transferred to archives.

Fellowship Applications

Location: Health Strategies Group, Research Evaluation and Intergovernmental Affairs. Legal Authority: Ministry of Health Act, R.S.O. 1990, c.M.26, s.10. Information Maintained: Name, address, education, employment history, Social Insurance Number, assessments, contract, record of payments. Uses: Decide eligibility and merit for a fellowship award. Users: Branch administrative staff, staff of the ministry's central accounting section. Individuals in Bank: Applicants. Retention and Disposal: Eight years, then destroyed.

Hospital Medical Records Institute - Master File

Location: Information Planning and Evaluation Branch. Legal Authority: Public Hospitals Act, R.S.O. 1990, c.P.40, s.32(p). Information Maintained: Demographic and clinical data, hospital number, OHIP number, age, sex, postal code, length of stay, diagnoses, surgical procedures. Uses: Compile statistics annually on utilization, morbidity groupings, geographic distribution, surgical procedures, and bed allocations; provide

statistics for ad hoc studies by planners, epidemiologists, etc. Users: Branch staff. Aggregate data provided to hospital area teams, area planning coordinators, District Health Councils, Public Health Branch, researchers, and the federal government. Individuals in Bank: Inpatients discharged from or who died in acute care chronic care, or rehabilitation hospitals. Retention and Disposal: Not determined.

Incentive Programs - Dentists, Physicians, Physiotherapists, Occupational Therapists, Speech Pathologists/Audiologists, Chiropodists

Location: Underserved Area Program. Legal Authority: Ministry of Health Act, R.S.O. 1990, c.M.26; Reg. 658, Part II (Medical); Reg. 658, Part VI to Part IX, as amended (Medical Specialists); Reg. 658, Part II (Dental); Reg. 658, Part X, as amended (Physiotherapists/Occupational Therapists/Speech Pathologists/Audiologists); Reg. 658, Part IV, as amended (Chiropodists). Information Maintained: Name, address, education, references. Uses: Evaluate eligibility for and support incentive awards to dentists, dental specialists (periodontists only), physicians, medical specialists, physiotherapists, occupational therapists, speech pathologists, audiologists and chiropodists to practise in designated underserved areas. Users: Program consultants and administrative staff. Individuals in Bank: Applicants. Retention and Disposal: Ten years, then transferred to archives.

Integrated Inpatient File (HMRI/RPDB data)

Location: Information Planning and Evaluation Branch. Legal Authority: Public Hospitals Act, R.S.O. 1990, c.P.40, s.32(p); Health Insurance Act, R.S.O. 1990, c.H.6. Information Maintained: Inpatient's demographic, clinical, hospital number, name, OHIP number, age, sex, postal code, length of stay, diagnoses, surgical procedures, other clinical and insurance data. Uses: Collect and maintain records for Cancer Registry, perinatal files, disease registry systems and other applications involving patient-specific data. Users: Authorized staff of Ontario Cancer Treatment and Research Foundation, Public Health Branch. Other users receive aggregated data only. Individuals in Bank: Inpatients discharged from or who died in acute care, chronic care or rehabilitation hospitals. Retention and Disposal: Not determined.

Physicians - Immigration Application Files

Location: Health Strategies Group. Legal Authority: Ministry of Health Act, R.S.O. 1990, c.M.26, s.6(2)(b); federal-provincial agreement. Information Maintained:

Name, sex, date of birth, country of birth, citizenship, address, Employment and Immigration Canada registration number, College of Physicians and Surgeons licence number, name and address of training institution, amount and source of funding, marital status, references, education, employment history. Uses: Decide eligibility for permanent landed immigrant status or temporary employment visas; ensure applicants follow criteria for continuing post-graduate status; provide background information, statistics. Users: Manpower Planning Division administrative staff, section consultants, manager and director, Physician Immigration Review Committee. Individuals in Bank: Foreign post-graduate medical students applying for medical training or for landed immigrant status. Retention and Disposal: Not determined.

Research Applications - Project Grants and Personnel Awards

Location: Health Strategies Group, Research, Evaluation and Inter-governmental Affairs. Legal Authority: Ministry of Health Act, R.S.O. 1990, c.M.26, s.10. Information Maintained: Name, education, employment history, assessments, record of payments, supervisor's name, education and employment. Uses: Decide eligibility and merit for grants and awards; make recommendations for awards. Users: Payments Unit administrative staff, Health Care Systems Research Review Committee, Health Research Personnel Committee, Health System-Linked Research Units Grants Review Committee, individuals in and outside of government involved in assessing applications. Individuals in Bank: Applicants and supervisors. Retention and Disposal: Six years, then destroyed.

Population Health and Community Services System Group

The Population Health and Community Services System Group reports jointly to the Ministry of Health and the Ministry of Community and Social Services. The group has program divisional responsibility for activities relating to the comprehensive reform of the long-term care system for the elderly and individuals with physical disabilities. The group also provides a focus for community health services in Ontario. It supports public health units in the community, home care services, health service organizations and community health programs including mental health, alcohol- and drug-dependency programs, the Homes for Special Care Program and emergency health services. The group is comprised of two divisions: Long-Term Care Division consisting of Area Offices, Residential Services Branch, In-Home

Services Branch and Policy Branch; Community Health Division consisting of Community Health Branch, Community Mental Health Branch, Public Health Branch, Health Promotion Branch, AIDS Bureau and Office of Substance Abuse; and also includes Emergency Health Services Branch.

General Classes or Types of Records

Contains information on design of health-promotion and disease-prevention programs, long-range disease-prevention and home care programs, Health Services Organization and Community Health Centres (HSO/CHC) agreements, placement coordination, toxicology, environmental health, disease control, epidemiology programs and services, and special projects and statistics. Also includes information on programs of Community Mental Health Services, alcohol- and drug-dependency programs, the Homes for Special Care Programs, community mental health proposals and plans, studies and surveys, task force and committee reports, and regional and statistical data. Contains information on the licensing of ambulance operations, telecommunications and dispatching services, contingency and disaster planning, approved emergency vehicles and equipment.

Advanced Life-Support Program
 Ambulance Fleet Management System
 Ambulance Operations - Licensing and Inspection
 Approved Homes
 Approved Homes - Certification
 Central Ambulance Communication Centre (CACC) - Implementation Plans and Schedules
 Central Ambulance Communication Centre (CACC) - New Employee Orientation Program
 Children in Need of Treatment System
 Claims - Land and Air
 Community Advisory Boards for Provincial Psychiatric Hospitals
 Community Files (by discipline)
 Community Health Activity Resources Information Systems
 Community Health Protection
 Community Health Status Information Program Files
 Community Mental Health Services Program
 Community Mental Health Services Program - Budgets
 Complaints - Incident Reports
 Computerized Financial and Statistical Data Contingency Planning
 Contingency Services Program
 Disaster Planning and Emergency Response

Emergency Health Services - Disaster and Contingency Planning
 Emergency Medical Care Assistant Program (EMCA)
 Emergency Medical Resources Program
 Emergency Patient Information System
 Emergency Response Program Files
 Equipment - Data and Research
 Equipment - Review and Development
 Food Safety Program Files
 Generic Contingency Guide
 Health Service Organization/Community Health Centres (HSO/CHC) Program
 Healthy Adolescents Program Records
 Healthy Adults Program Records
 Healthy Children Program Records
 Healthy Elderly Program Records
 Home Care Program - Correspondence and Financial Information
 Homes for Special Care Program
 Homes for Special Care Program - Licensing
 Homes for Special Care Program - Policy and Procedures
 Infection Control in Institutions Program Files
 Levels of Care Classification Records (Pilot Project)
 Local Health Agencies - Budgets
 Non-Communicable Disease Investigation Program Files
 Nursing Homes - Case Information (including inspections and licence renewals)
 Nursing Homes - Complaint Register and Reports
 Nursing Homes - Incident Reports
 Nursing Homes - Plans and Specifications
 Nursing Homes - Query System
 Nutrition Promotion Program Records
 Ontario Ambulance Service Information System (OASIS) - Call and Dispatch Reports, Annual and Semi-Annual Reports
 Outbreak Control Program Files
 Physical Activity Promotion Program Records
 Physicians' Correspondence Proposals for Nursing Home Beds
 Placement Coordination Services Program
 Rabies Control Program Files
 Reproductive Health Program Records
 Sexual Health Program Records
 Sexually Transmitted Diseases Program Files
 Substance Abuse Prevention Program Records
 Swimming Pool Approval
 Task Forces and Project Teams
 Telecommunications - Systems, Proposals, Research Development
 Telehealth Program

Tobacco Use Prevention Program Records
Vaccine Preventable Diseases Program Files
Vehicle Data, Specifications, Research
Water Quality Program Files

Manuals

Issued to staff of local community and public health agencies involved in program delivery to establish local policies and assist in responding to complex issues. Also issued to staff to assist in maintaining quality care for residents in homes for special care, approved homes, and to provide guidelines for ministry-funded community-based mental health, alcohol and drug programs. Issued to Ambulance Services Branch staff and to private operators, rules for dispatch, completion of reports, billing procedures for hospitals and procurement for hospitals and procurement of approved equipment.

Air Ambulance Services - Policy and Procedures
Ambulance Services Branch - Equipment
Ambulance Services Branch - Financial and Administrative Policies and Procedures
Ambulance Services Branch - Operational Directives
Ambulance Services Branch - Policy and Procedures
Approved Homes
CHC Program Resource Manual
Central Ambulance Communications Centre (CACC) - Policy and Procedures
Children in Need of Treatment System - User's Guide
Community Mental Health Program
Compliance Management Program Manual (outlines standards and criteria for monitoring nursing home residents care and services)
Computer-Assisted Public Health Inspection - User's Guide
Computer-Assisted School Health Services - User's Guide
Emergency Care Program - Operational Directives
Emergency Medical Care Attendant (EMCA) - Study Guide
Emergency Patient Care
Generic Contingency Guide
Health Services Organization Program - Policy and Procedures Manual
Ontario Ambulance Service Information System (OASIS) AS5-D
Ontario Home Care Administrative System User Guide
Ontario Home Care Policies and Procedures Manual
Ontario Home Care Program Financial Manual
Reportable Disease Information System - Guidelines and Procedures
Residential Services - Senior Citizens

Personal Information Banks

Contains information relating to home care, long-term placement, school health, public health system and services, and perinatal mortality system. Contains information on individuals treated by ambulance attendants or paramedics, transported by the Ontario ambulance system or transferred out-of-province by land/air ambulance. Also contains information on the certification of Emergency Medical Care Assistants, patient assessment, operation, licensing and investigation of ambulance services and complaints.

Acquired Immunodeficiency Syndrome [service discontinued in 1989]

Location: Public Health Branch. Legal Authority: Health Protection and Promotion Act, R.S.O. 1990, c.H.7; O.Reg. 559/91. Information Maintained: Name, address, date of arrival in Canada, physician name, hospital name, patient status, date of death, details of diagnosed diseases indicative of AIDS, data of onset, social and risk factors, laboratory data, exclusion criteria, name of person completing form and telephone number. Uses: Monitoring and reviewing the incidence and disease trends in Ontario; monitor the progress of the disease. Users: Senior medical consultant; nurse epidemiologist; manager, Data Support Services; data clerk. Individuals in Bank: Patients diagnosed as having AIDS. Retention and Disposal: Not determined.

Advanced Life-Support Call Reports

Location: Emergency Health Program. Legal Authority: Ambulance Act, R.S.O. 1990, c.A.19, Reg. 14, Part VI, 43. (O.Reg. 600/89, s.13.) Information Maintained: Name, age, sex, assigned number, type of emergency, treatment given. Uses: Maintain work log; research and plan paramedic services. Users: Emergency care officials, doctors, Ambulance Services Branch staff. Individuals in Bank: Patients assessed and/or treated by ambulance attendants and paramedics. Retention and Disposal: Ten years, then destroyed.

Adverse Reactions

Location: Public Health Branch. Legal Authority: Health Protection and Promotion Act, R.S.O. 1990, c.H.7. Information Maintained: Patient's initials, age, sex, vaccine history and pertinent medical history (allergy history and concomitant diseases, etc.). Uses: Adverse reaction data bank for statistical analysis as bases for future recommendations related to vaccine usages. Users: Senior medical consultant, Disease Control Service staff. Individuals in Bank: Individuals who presented adverse reactions temporally associated with the administration of

vaccines within the province of Ontario. Retention and Disposal: Two years, then destroyed.

Air Ambulance Claims and Review Files

Location: Air Ambulance Operations. Legal Authority: Health Insurance Act, R.S.O. 1990, c.H.6; Ambulance Act, R.S.O. 1990, c.A.19. Information Maintained: Name, address, OHIP number, diagnosis, date of service, amount paid/reimbursed, names of hospitals, air and land carriers. Uses: Review ambulance claims; provide a record of payment. Users: Ambulance Services Branch officials. Individuals in Bank: Patients transferred by air and out-of-province land ambulance. Retention and Disposal: Ten years, then destroyed.

Ambulance Services - Budgets and Settlements

Location: Ambulance Services Branch. Legal Authority: Ambulance Act, R.S.O. 1990, c.A.19, Reg. 14, Part VI, 33 - 41. (R.R.O. 1980, Reg. 14, s.33.) Information Maintained: Name, address, financial data, budget requests, approval, year-end expenditure statements. Uses: Ensure ambulance operators operating within approved budgets. Users: Ambulance Services inspectors, licensing officials. Individuals in Bank: Ambulance-service operators. Retention and Disposal: Ten years, then destroyed; select files to archives.

Ambulance Services - Human Resources Inventory

Location: Inspection and Licensing Services. Legal Authority: Ambulance Act, R.S.O. 1990, c.A.19, Reg. 14, Part VI, 31. (O.Reg. 600/89, s.11.) Information Maintained: Name, sex, driver's licence number and class code, Ontario Ambulance Service Information System (OASIS) employee number, immigration status, date hired, pertinent academic qualifications and renewal dates. Uses: Research and planning related to the development of Ambulance Services and dispatch centres; ensure academic qualifications are in compliance with legislation. Users: Ambulance Services Branch officials, ambulance-service operators. Individuals in Bank: Employees of the Ontario ambulance system. Retention and Disposal: Not determined.

Ambulance Services - Investigation Reports, Inquiries, Complaints

Location: Inspection and Investigation Services. Legal Authority: Ambulance Act, R.S.O. 1990, c.A.19, O.Reg. 14, Part VI, 32. (R.R.O. 1980, Reg. 14, s.32.) Information Maintained: Name, investigation documents, evidence, statements, exhibits. Uses: Document inquiries and complaints; make recommendations for legal

purposes. Users: Ambulance Services Branch officials, Ontario Provincial Police. Individuals in Bank: Citizens laying complaints about ambulance or dispatch services. Retention and Disposal: Ten years after issue resolved, then destroyed.

Ambulance Services - Service Profile

Location: Inspection and Investigation Services. Legal Authority: Ambulance Act, R.S.O. 1990, c.A.19, s.3, s.4 and s.5; R.R.O. 1980, Reg. 14, s.7. Information Maintained: Name, address, application for licence renewal, letters patent, articles of incorporation, list of board members, copy of licence. Uses: Process licences to operate an ambulance service; invoicing. Users: Ambulance Services Branch officials. Individuals in Bank: Licensed ambulance services. Retention and Disposal: Seven years, then destroyed; select files to archives.

Chest-Disease Service (patient index and records, abnormal x- rays, register of patients with inactive and prophylaxis tuberculosis) [service discontinued December 1982]

Location: Ontario Government Records Centre. Legal Authority: Health Protection and Promotion Act, R.S.O. 1990, c.H.7; O.Reg. 559/91. Information Maintained: Name, medical history of patients (living and deceased) with chest diseases, clinic report, drug report, outpatient report, prescription and treatment record, address, sex and age, x-ray number, chart number and x-ray film, history of tuberculosis, treatment, occupation contacts. Uses: Maintain a cumulative record of patients' medical histories in order to provide information for diagnosis and treatment; provide information for retrospective research studies for ministries and outside agencies. Users: Physicians, hospitals, branch administrative clerk. Individuals in Bank: Patients with tuberculosis or chest abnormalities. Retention and Disposal: Patient records/index retained 40 years, then transferred to archives; x-rays retained 25 years, then destroyed; register retained 30 years, then transferred to archives.

Children in Need of Treatment System

Location: Public Health Branch. Legal Authority: Health Protection and Promotion Act, R.S.O. 1990, c.H.7; O.Reg. 382/84, s.8a, as made by O.Reg. 515/87, and as amended by O.Reg. 750/91. Information Maintained: Name, date of birth, sex, dental treatment, amount claimed by dentist and amount paid, dentist's name and number, social assistance indicators. Uses: Province-wide statistical data on numbers of children treated, average

costs, overpayment reports, costs for children on social assistance, statistics on payment arrangements within health units. Users: Dental consultant; Public Health Resource Service; data clerks, Manager, Data Support Services. Individuals in Bank: School children in Ontario who have received treatment under the program. Retention and Disposal: Variable, then transferred to archives on tape.

Communicable Diseases - Patient Files [service discontinued in 1989]

Location: Public Health. Legal Authority: Health Protection and Promotion Act, R.S.O. 1990, c.H.7; O.Reg. 559/91. Information Maintained: Name, address, age, sex, medical history, nature of illness, laboratory results, treatments. Uses: Surveillance purposes; epidemiological research. Users: Senior medical consultants, Disease Control Service (DCS), data clerks and supervisor. Individuals in Bank: Individuals with reportable communicable diseases. Retention and Disposal: Four years, then destroyed.

Community Health Reimbursement System

Location: Community Health Branch. Legal Authority: Ministry of Health Act, R.S.O. 1990, c.M.26, s.6(1)(d). Information Maintained: Name, address, financial information on rostered members in Health Service Organizations (HSOs) and Community Health Centres (CHCs). Uses: Provide HSO capitation payment and subtract capitation negation; provide ministry and HSO/CHC sponsor's program with management information on medical services provided in all medical specialties. Users: HSO/CHC program coordinators, consultants, liaison clerks, statistical officer, HSO/CHC sponsors and staff, Information and Systems Division staff, Audit Branch and authorized OHIP staff. Individuals in Bank: HSO and CHC rostered members. Retention and Disposal: Six years, then destroyed.

Community Health Roster System

Location: Community Health Branch. Legal Authority: Ministry of Health Act, R.S.O. 1990, c.M.26, s.6(1)(d). Information Maintained: Name, address, OHIP number, date of birth, sex, medical information. Uses: Develop and maintain client records for Health Services Organizations (HSOs) and Community Health Centres (CHCs). Users: HSO/CHC program coordinator, consultants, liaison clerks, statistical officer, HSO/CHC sponsors and staff, staff of Information and Systems Division, Audit Branch, authorized OHIP staff.

Individuals in Bank: OHIP subscribers and dependants enrolled with HSOs and CHCs. Retention and Disposal: Six years, then destroyed.

Computer-Assisted Public Health Inspection

Location: Data Support Services. Legal Authority: Health Protection and Promotion Act, R.S.O. 1990, c.H.7. Information Maintained: Business owner's name, address, health unit inspector's and area inspector's telephone numbers. Uses: Schedule inspections of establishments; record statistics on the frequency of inspections. Users: Public Health inspectors in health units; manager, Data Support Services; senior consultants, Public Health Branch staff. Individuals in Bank: Owners of establishments to be inspected. Retention and Disposal: Variable, as determined by the Health Unit.

Computer-Assisted School Health Services

Location: Public Health. Legal Authority: Immunization of School Pupils Act, R.S.O. 1990, c.I.1. Information Maintained: Name, age, sex, health status and immunization records. Uses: Provide information on the immunization of school children. Users: Board of Health staff responsible for immunization of school pupils, consultants, Disease Control Service and Systems Support Unit staff. Individuals in Bank: School children in Ontario. Retention and Disposal: Retained on data tape for 11 years after last data entry to record, then deleted.

Critical Care Patients - Transfer Files

Location: Air Ambulance Operations. Legal Authority: Health Insurance Act, R.S.O. 1990, c.H.6; Ambulance Act, R.S.O. 1990, c.A.19. Information Maintained: Name, age, sex, date of transfer, medical condition, referring and receiving hospitals, physician's treatment, medical assessment prior to and during transfer. Uses: Provide physicians with data on patient and treatment prior to arrival at receiving hospital; compile statistics. Users: Ambulance services officials, attending physicians. Individuals in Bank: Patients using the ministry's air ambulance. Retention and Disposal: Ten years, then destroyed.

Emergency Medical Care Assistants (EMCA)

Location: Ambulance Services Branch. Legal Authority: Ambulance Act, R.S.O. 1990, c.A.19, Reg. 14, Part IV, 16, 17 & 18. (R.R.O. 1980, Reg. s. 16/ 14, s.17(1-3) (4); O.Reg. 600/89, s. 1 & 9. Information Maintained: Name, address, education examination, results, appeals, certificate, proof of completion of requirements to take

the exam. Uses: Verify that requirements for certification are met; evaluate credentials. Users: Education Services manager, certification administrator, Education and Quality Assurance Program coordinator, Inspection and Investigation Services manager. Individuals in Bank: Students and Ambulance Services Branch staff applying for certification as Emergency Medical Care Assistants. Retention and Disposal: Not determined.

Encounter System (community health)

Location: Community Health Branch. Legal Authority: Ministry of Health Act, R.S.O. 1990, c.M.26, s.6(1)(d). Information Maintained: Patient name, address, encounters (visits), service provided by Health Service Organizations (HSOs) and Community Health Centres (CHCs). Uses: Provide audit assurance that services are delivered in HSOs and CHCs; provide program-wide service data to HSO/CHC program; provide aggregate statistical reports to HSO/CHC sponsors for management planning, and research studies. Users: HSO/CHC program coordinator, consultants, liaison clerks, statistical officer, HSO/CHC sponsors and staff, Audit Branch staff. Individuals in Bank: HSO/CHC patients. Retention and Disposal: Not determined.

Fundamentals of Casualty Care (FCC)

Location: Emergency Care Programs. Legal Authority: Ambulance Act, R.S.O. 1990, c.A.19, Reg. 14, Part IV, 16, 17 & 18. (R.R.O. 1980, Reg. s.16/ 14, s.17(1-3) (4); O.Reg. 600/89, s. 1 & 9. Information Maintained: Name, address, education examination, results, examination answer sheet, marking sheets and results, copy of certificate. Uses: Verify completion of course; recertify staff; evaluate credentials. Users: Education Services manager, Education and Quality Assurance Program coordinator, Inspection and Investigation Services manager. Individuals in Bank: Persons employed in Ambulance Services prior to August 1, 1975, and exempted from the requirement to be certified as an Emergency Medical Care Assistant. Retention and Disposal: Not determined.

Homes for the Aged - Investigation Reports (complaints and incidents)

Location: Local Long-Term Care area offices of the Long-Term Care Division. Legal Authority: Homes for the Aged and Rest Homes Act, R.S.O. 1990, c.H.13; Charitable Institutions Act, R.S.O. 1990, c.C.9. Information Maintained: Reviews and interviews, reports from investigating MCSS staff. May contain patient's medical history, records. Uses: Regional directors.

Users: Director, manager, corporate staff, area managers, program supervisors. Individuals in Bank: Residents and staff of homes for the aged involved in serious incidents or complaints. Retention and Disposal: Retained in local area office seven years, then destroyed if resident known to be deceased; 20 years, then destroyed if resident living.

Immigrant Medical Services

Location: Public Health Branch. Legal Authority: Health Protection and Promotion Act, R.S.O. 1990, c.H.7; O.Reg. 559/91. Information Maintained: Name, address, data of birth, positive syphilis serology, country of origin, treatment. Uses: Surveillance of immigrants with a diagnosis of syphilis. Users: Senior medical consultant, nursing epidemiologist, administrative secretary. Individuals in Bank: Immigrants with positive syphilis serology. Retention and Disposal: One year, then destroyed.

Immigrant Medical Services - Notification to Provincial Government of Inactive Pulmonary Tuberculosis

Location: Public Health Branch. Legal Authority: Health Protection and Promotion Act, R.S.O. 1990, c.H.7; O.Reg. 559/91. Information Maintained: Name, address, date of birth, country of origin, diagnosis, file number. Uses: Surveillance of immigrants with findings suggestive of inactive pulmonary tuberculosis; provide statistics. Users: Consultants, Disease Control Service staff, Systems Support Unit staff, local public health agencies. Individuals in Bank: Immigrants with inactive pulmonary tuberculosis. Retention and Disposal: One year, then destroyed.

Incident Reports and "Vital Signs Absent" Reports

Location: Inspection and Licensing Services. Legal Authority: Ambulance Act, R.S.O. 1990, c.A.19, s.32; R.R.O. 1980, Reg. 14. Information Maintained: Name, address, sex, record of unusual occurrences, unusual delays, suspicious circumstances, equipment deficiencies, interferences in the provision of ambulance services. Uses: Document situations where corrective action maybe required or where loss of life has occurred due to unusual or suspicious circumstances. Users: Ambulance Services Branch officials, ambulance and dispatch operators, managers, Ontario Provincial Police. Individuals in Bank: Ambulance and dispatch services staff involved in the situation. Retention and Disposal: Ten years, then destroyed.

Inspection Reports

Location: Inspection and Investigation Services. Legal Authority: Ambulance Act, R.S.O. 1990, c.A.19, s.18. Information Maintained: Name, address, ambulance service inspection reports, photographs of vehicles and equipment. Uses: Record recommendations to improve quality of services; ensure compliance with legislation; provide history of ambulance-service performance. Users: Ambulance Services Branch officials. Individuals in Bank: Ambulance Services Branch staff and personnel funded by ministry. Retention and Disposal: Two years after service ceases operations, then destroyed.

Integrated Homemaker Information System

Location: Long Term Care Division, In-Home Services Branch. Legal Authority: Homemakers and Nurses Services Act, R.S.O. 1990, c.H.10. Information Maintained: Name, address, telephone number, type of service received, provider of the service. Users: Local Home Care directors and case managers, Long-Term Care Division, IHP coordinator, analysts and auditor. Individuals in Bank: Individuals admitted to local Integrated Homemaker Programs. Retention and Disposal: Five years, then destroyed.

Leprosy Case Register and Progress Reports [service discontinued in 1989]

Location: Public Health. Legal Authority: Health Protection and Promotion Act, R.S.O. 1990, c.H.7; O.Reg. 559/91. Information Maintained: Name, address, age, sex, country of birth, medical history, laboratory findings and treatment. Uses: Update leprosy register; organize distribution of drugs; record program activities; compile statistics. Users: Senior medical consultant, Disease Control Service staff, ministry consultant on leprosy, Data Support Section data clerk and supervisor. Individuals in Bank: Individuals with active leprosy. Retention and Disposal: Not determined.

Licenses - Revocation and Appeals Files

Location: Inspection and Investigation Services. Legal Authority: Ambulance Act, R.S.O. 1990, c.A.19, s.11; Health Facilities Special Orders Act, R.S.O. 1990, c.H.5. Information Maintained: Name, address, data concerning non-compliance with Ambulance Act. Uses: Documents grounds for licence revocation. Users: Ambulance services officials, Ontario Provincial Police. Individuals in Bank: Ambulance-service operators subject to investigations leading to licence revocation proceedings. Retention and Disposal: Ten years, then destroyed.

Maternal Mortality

Location: Public Health. Legal Authority: Public Hospitals Act, R.S.O. 1990, c.P.40, s.16(3); O.Reg. 518/88. Information Maintained: Record of maternal deaths by cause, age, hospital, location of death and residence of women. Uses: Study causes and trends in maternal deaths in Ontario. Users: Ontario Medical Association Maternal Mortality Subcommittee/Perinatal Committee. Individuals in Bank: Women who died while pregnant or within 90 days after delivery. Retention and Disposal: Two years, then destroyed.

Newborn Screening Program for Inborn Errors of Metabolism

Location: Public Health. Legal Authority: Ministry of Health Act, R.S.O. 1990, c.M.26, s.9. Information Maintained: Name, date of birth, hospital of birth, residence, parents' names, diagnosis with treatment. Uses: Identify and treat infants with Phenylketonuria (PKU) and congenital hypothyroidism (CH); compile statistics on the incidence and trends of these diseases. Users: Regional treatment consultants, provincial laboratory staff, the Advisory Committee on Screening for Inherited Diseases in Infants. Individuals in Bank: Infants born with PKU and CH. Retention and Disposal: Indefinite for PKU children under treatment; two years for CH.

Nursing Homes - Complaints Register

Location: Head office and regional offices in Toronto, London and Ottawa. Legal Authority: Nursing Homes Act, R.S.O. 1990, c.N.7. Information Maintained: Date of licensing and name of nursing home, complainant's name, nature of complaint and mode, date given to inspector, date of investigation, name of inspector and findings. Uses: Compile statistics. Users: Regional supervisors, inspectors, director, manager, administrative assistant, coordinators. Individuals in Bank: Nursing home staff, residents and residents' representatives. Retention and Disposal: Head Office files - 50 years, then destroyed; regional offices' files - two years, then destroyed.

Nursing Homes - Incident Reports

Location: Regional offices in Toronto, London and Ottawa. Legal Authority: Nursing Homes Act, R.S.O. 1990, c.N.7. Information Maintained: Records of injury, medication and treatment errors, incidents of assault and fire, cases of communicable disease or death resulting from an accident or undetermined cause. Uses: Alert Nursing Homes Program staff to incidents requiring investigation; provide statistics. Users: Director,

manager, administrative assistant, regional supervisors, inspectors, coordinators. Individuals in Bank: Residents and staff of nursing homes involved in incidents. Retention and Disposal: Two years, then destroyed.

Nursing Homes - Investigation Reports (complaints and incidents)

Location: Head Office, Residential Services Branch, Nursing Homes Program and regional offices in Toronto, London and Ottawa. Legal Authority: Nursing Homes Act, R.S.O. 1990, c.N.7. Information Maintained: Reviews, interviews, reports resulting from Nursing Homes Program staff investigation. May contain patient's medical history, records. Uses: Alert Nursing Homes Program staff to incidents which may require enforcement action; provide statistics. Users: Director, manager, administrative assistant, regional supervisors, inspectors, coordinators. Individuals in Bank: Residents and staff of nursing homes involved in serious incidents or complaints. Retention and Disposal: Head Office files - 50 years, then destroyed; regional offices' files - two years, then destroyed.

Nursing Homes - License Files

Location: Residential Services Branch, Nursing Homes Program. Legal Authority: Nursing Homes Act, R.S.O. 1990, c.N.7. Information Maintained: Name and address of licensee, name and address of nursing home, names and addresses of officers and directors of company. Uses: Licensing. Users: Director, manager, coordinators, Licensing Officer of Nursing Homes Program. Individuals in Bank: Licensee, officers and directors of nursing homes. Retention and Disposal: Fifty years, then destroyed.

Nursing Homes - Residents' Files (closed nursing homes)

Location: Records Centre. Legal Authority: Nursing Homes Act, R.S.O. 1990, c.N.7. Information Maintained: Name, age, medical and drug history of resident, examinations, diagnoses, physician's orders and progress notes, billing and other accounting information. Uses: Investigations and statistics. Users: Director, manager, regional supervisors, coordinators, administrative assistant, inspectors and investigators from Coroner's Office. Individuals in Bank: Discharged or deceased residents of closed nursing homes. Retention and Disposal: Files of deceased/discharged residents - five years in nursing home, then transferred to archives; subject to archival selection.

Ontario Ambulance Services Information System (OASIS) - Dispatch Call Report (AS5-D)

Location: Emergency Health Services Branch. Legal Authority: Ambulance Act, R.S.O. 1990, c.A.19, Reg. 14, Part VI, 42. (O.Reg. 600/89, s.12.) Information Maintained: Name, address, nature and cause of injury, illness, time sequencing of ambulance call and destination location of the patient(s). Uses: Record and control movement of ambulance vehicles to patient pickup location; provide time sequencing; provide legal documentation; compile statistics. Users: Ambulance Services Branch officials, Emergency Health Services officials. Individuals in Bank: Patients treated or transported by the Ontario Ambulance System. Retention and Disposal: Ten years, then destroyed.

Ontario Ambulance Services Information System (OASIS) - Patient Call Report (AS5-A)

Location: Emergency Health Services Branch. Legal Authority: Ambulance Act, R.S.O. 1990, c.A.19, Reg. 14, Part VI, 43. (O.Reg. 600/89, s.13.) Information Maintained: Name, address, nature and cause of injury, illness, patient condition and change in condition, time sequencing of the ambulance call. Uses: Bill for patient's copayment fee; provide legal documentation; compile statistics. Users: Ambulance Services Branch officials, physicians, hospital billing departments. Individuals in Bank: Patients treated or transported by the Ontario ambulance system. Retention and Disposal: Ten years, then destroyed.

Ontario Home Care Administration System (J401 AND J404)

Location: In-Home Services Branch. Legal Authority: Health Insurance Act, R.S.O. 1990, c.H.6; R.R.O. 1980, Reg. 452. Information Maintained: Name, address, telephone number, type of service received, provider of the service. Uses: Monitor the type and amount of service provided; ensure all cases receive services within the mandate of the program. Users: Local Home Care Program directors and case managers, Ministry of Health Home Care Program consultants, coordinator and auditors. Individuals in Bank: Individuals admitted to local Home Care Program. Retention and Disposal: Three months in office, one year in the Records Centre. Year end reports are transferred to Archives and kept for 10 years.

Rabies Report

Location: Public Health. Legal Authority: Health Protection and Promotion Act, R.S.O. 1990, c.H.7;

O.Reg. 292/84. Information Maintained: Initials, age, sex, health unit, degree of contact with suspected rabid animals. Uses: Decide whether or not an individual should receive anti-rabies vaccine; compile statistics. Users: Veterinary consultants, Disease Control Service data clerk and supervisor, Data Support Services staff. Individuals in Bank: Individuals who have been in contact with suspected rabid animals. Retention and Disposal: One year, then destroyed.

Reportable Diseases

Location: Public Health. Legal Authority: Health Protection and Promotion Act, R.S.O. 1990, c.H.7; O.Reg. 559/91. Information Maintained: Initials, age, sex, risk factors, dates of onset and diagnosis, laboratory data, health unit of residence. Uses: Epidemiologic surveillance, monitoring and reviewing reportable disease incidence and trends in Ontario. Users: Consultants, Disease Control Service. Individuals in Bank: Individuals with reportable diseases. Retention and Disposal: Variable, then transferred to archives on tape.

Sexually Transmitted Diseases - Contact Cards and Related Correspondence

Location: Public Health. Legal Authority: Health Protection and Promotion Act, R.S.O. 1990, c.H.7; O.Reg. 559/91. Information Maintained: Name, address of sexually transmitted diseases contact in the world. Uses: Trace and notify sexually transmitted diseases contacts. Users: Senior medical consultant, nurse epidemiologist, Disease Control Service staff, branch administrative secretary. Individuals in Bank: Persons residing outside Ontario having had contact with residents infected with sexually transmitted diseases. Retention and Disposal: One year, then destroyed.

Sexually Transmitted Diseases - Patient Case Files [service discontinued in 1989]

Location: Public Health. Legal Authority: Health Protection and Promotion Act, R.S.O. 1990, c.H.7; O.Reg. 559/91. Information Maintained: Name, address, sex, sexually transmitted disease diagnosis and stage of disease where applicable, serology treatment. Uses: Research purposes. Users: Senior medical consultant, nurse-epidemiologist, Disease Control Service staff, data clerk and supervisor. Individuals in Bank: Registered syphilis patients notified between April 1, 1981 and March 31, 1990. Retention and Disposal: Microfiche is kept for 50 years.

Tuberculosis Admission/Separation Cards [service discontinued December 1982.]

Location: Ontario Government Records Center. Legal Authority: Health Protection and Promotion Act, R.S.O. 1990, c.H.7; O.Reg. 559/91. Information Maintained: Name, address, case number, name and location of institution, sex, country of birth, occupation, medical history, date of admission/separation and health on discharge. Uses: Update tuberculosis register card; respond to inquiries from clinics, hospitals, laboratories and medical officers of health. Users: Senior medical consultant, Disease Control Service staff, User Support Unit staff. Individuals in Bank: Patients admitted or discharged from institutions for the treatment of tuberculosis between 1920 and 1982. Retention and Disposal: Thirty years, then transferred to archives.

Tuberculosis Register and Index of Active Patients, Notification of New Active or Reactivated Cases, Nominal Roll [service discontinued in 1989]

Location: Public Health. Legal Authority: Health Protection and Promotion Act, R.S.O. 1990, c.H.7; O.Reg. 559/91. Information Maintained: Name, address, sex, marital status, occupation, OHIP number, physician treating the case, diagnosis, case history, facts relevant to treatment, bacteriology, known close contacts, country of birth and origin. Uses: Provide a complete roster of identified tuberculosis patients in Ontario; provide information to public health units and private physicians on previous treatment and stage of disease; update register; provide statistics and a numeric cross-reference for reporting cases to/from Statistics Canada. Users: Senior medical consultant, Disease Control Service staff, data clerk and supervisor. Individuals in Bank: Individuals with active or reactivated tuberculosis. Retention and Disposal: Microfiche records from 1960 to 1988 inclusive maintained for 50 years; nominal roll destroyed in 1990.

Corporate Management and Support Group

The group is responsible for programs and divisional activities related to Ontario Health Insurance Plan claims payment and information systems; provides common administrative, financial, supply and auditing services to ministry programs; develops and maintains personnel practices and procedures; and includes the Employment Equity Program. The group is comprised of three divisions: Claims Payment Operations, consisting of District Offices; Administrative Management Division, consisting of Audit Branch, Finance and Accounting Branch, Human Resources Branch, Registration Program Branch, and Supply and Services Branch; Information

Systems Division consisting of Systems Development Branch, Systems Support Branch and Production Support Branch.

General Classes or Types of Records

Contain information on audit policy, procedures, guidelines and internal administration, general administrative, financial and supply matters, policy and procedures for accounting, administration, supply, revenue control, systems development and operations, premium collection, insured service delivery and claims processing, personnel administration, and advisory and staff development services.

Annual Return of Hospitals, Facilities and Services
 Budgets, Licences and Settlements for Funded Agencies
 Computer Systems - Documentation
 Extended Health Care
 Federal Interprovincial Arrangements
 Federal Transfer Payments
 Fee Negotiations
 Health Facilities
 Homes for Special Care System
 Hospital and Facilities Rated - Bed capacity
 Institutional Policy Registration
 Interprovincial Hospital Reciprocal Billing System
 Medical/Facility Claims - Adjudication, payment processing
 Microrecording Certificates and Documentation
 Northern Health Travel Grant - Applications, payment processing
 Nursing Home Electronic Funds Transfer System
 Ontario Drug Benefit Plan - Payment, Eligibility and Payment Systems
 Ontario Health Insurance Plan - Financial aspects (medical and hospital claim payments, cheques, receipts, refunds, ledgers, authorizations, interim payments for physicians)
 Out-of-Province Hospital/Physician Payment System
 Payment Verification System Reports
 Pharmaceutical and Medical Supplies - Procurement, Control and Distribution
 Practitioner Claims - Payment Processing Policy
 Statistical Information and Reports
 Systems Security
 Technology, Software and Telecommunications Vendors

Manuals

Issued to staff and ministry managers to provide policies and guidelines on Health Insurance program delivery and Alternative Funding program delivery. Issued to

practitioners, hospitals, laboratories and facilities to provide guidelines on Health Insurance administrative and operational policies and procedures.

Accommodation and Telecommunication Guidelines
 Claim Card Submission
 Claims Assessment
 Client Registration Manual
 Corporate Administrative Policies and Guidelines
 Facilities - Financial/Accounting Management
 Facilities - Guidelines on Financial and Accounting Matters (vocational workshops, trusteeships, bank accounts and credit cards, canteen operations, patients' money and valuables, ward inventory control)
 Information Systems Division - Policy and Procedures
 Medical Claims Processing Guidelines (volumes 1 & 2 medical rules)
 Metric (SI) Conversion for Hospitals - Guidelines
 MRITools - Software Documentation
 MRITools - User Manual for Software Developers
 Northern Health Travel Grant
 Occupational Health and Safety Manual
 On-line Claims Correction System
 Ontario Drug Benefit Plan Guidelines
 Ontario Government Pharmaceutical and Medical Supply Services - Client Manual and Catalogue (contains products available)
 Out-of-Country Claims Policy
 Out-of-Province/Out-of-Country Claims Procedure
 Payment for Out-of-Province Services
 Payment Systems (Northern Health Travel Grant, medical claims, health insurance, interprovincial hospital, reciprocal billing, reconciliation)
 Registration Policy Manual
 Registration Verification Systems Reports
 Security Handbook and Manual

Personal Information Banks

Contains information relating to ministry personnel, involuntary psychiatric patients, coroner's inquests and registered users of narcotics and controlled drugs. Also contains information relating to Ontario Health Insurance claims, processing and administration, persons registered for Health Insurance Plan, opted-in practitioners and Northern Health Travel Grant applicants.

The following common personal information banks as described in the introduction to this directory are maintained.

Ministry of Health (HEALTH)

Career Planning/Training
Central Attendance Recording System (CARS)
Employment Application Inventory
Employment Equity Program
General Employment History and Payroll Information
Grievances and Applications
Identity/Employee Card
Integrated Payroll, Personnel and Employee Benefits System (IPPEBS)
Job Competitions
Library Users Lists (users' names and addresses)
Medical Information (Personnel)
Ombudsman/Human Rights Commission
Parking Records
Performance Management
Travel Expense Accounts
Workers' Compensation

Coroner's Inquests

Location: Corporate Filing Services. Legal Authority: Coroner's Act, R.S.O. 1990, c.C.37, s.10. Information Maintained: Name, date, sex, time, place and cause of death, if cause of death was natural or unnatural, jury's recommendations. Uses: Investigate circumstances of death; evaluate and implement jury's recommendations. Users: Senior legal and management officials, senior program area staff, coroner's courts, authorized investigators. Individuals in Bank: Deceased individuals for whom a coroner's inquest is held. Retention and Disposal: Not determined.

Correspondence/Files - Insured Persons and General Public

Location: Claims Payment Operations. Legal Authority: Health Insurance Act, R.S.O. 1990, c.H.6; Independent Health Facilities Act, R.S.O. 1990, c.I.3, s.3, 5, 6, 9, 18, 36. Information Maintained: Name, address, inquiries, health number, enrolment, financial and medical information, decisions of the Medical Eligibility Committee and Health Service Appeal Board, legal opinions, court orders, subpoenas, decisions and recommendations. Uses: Determine eligibility for enrolment for Ontario health coverage; determine eligibility for Northern Health Travel grants; update enrolment system; assess claims; provide background data for the development of Ministry of Health program policy; compile statistics. Users: Health Insurance Division staff, Claims Payment Operations staff, authorized ministry officials, Legal Services Branch staff, Health Service Appeal Board, other specifically authorized agencies. Individuals in Bank: Health Insurance subscribers, members of the general public

inquiring about enrolment, claims or grants. Retention and Disposal: One to 10 years, then destroyed.

Correspondence/Files - Physicians and Practitioners/Facility

Operators

Location: Claims Payment Operations. Legal Authority: Health Insurance Act, R.S.O. 1990, c.H.6; Independent Health Facilities Act, R.S.O. 1990, c.I.3, s.3, 5, 6, 9, 18, 36. Information Maintained: Name, address, inquiries, medical and enrolment information, Independent Health Facility licence information, fees claimed and paid for insured services and facilities, physicians/practitioners/Independent Health Facility registration number, address, telephone number, professional qualifications, licensing information, financial and billing information, review committee's referral information and decisions, decisions of the Health Services Appeal Board/Health Facilities Appeal Board and the courts, third party representation, legal opinions, court orders, subpoenas, staff decisions and recommendations. Uses: Respond to inquiries about claims registration, physician, practitioner and facility operator reimbursements and the Northern Health Travel Grant Program; monitor physicians', practitioners' and facility operators' billing; assess entitlement to insurance registration and licensing; determine whether or not to make referrals to the review committee or other specifically authorized agencies; compile statistics; provide information as required. Users: Health Insurance Division, Claims Payment Operations staff, authorized ministry officials, Legal Services Branch staff, Health Service Appeal Board, other specifically authorized agencies. Individuals in Bank: Physicians/practitioners registering or making claims for payment, independent facility operators or whose practices are under review by the Ministry of Health. Retention and Disposal: Ten years, then destroyed.

Drug Benefit Plan - Eligibility Catalogue

Location: Finance and Accounting Branch, Program Accounting Section and Health Care Payments Unit. Legal Authority: Ontario Drug Benefit Act, R.S.O. 1990, c.O.10; Family Benefits Act, R.S.O. 1990, c.F.2, R.R.O. 1980, Reg. 318, s.25. Information Maintained: Name, eligibility account number, benefit period, entitlement date. Uses: Confirm eligibility of participants in the Drug Benefit Program. Users: Branch administrative staff. Individuals in Bank: Persons 65 years of age or over who are eligible for drug benefits and those under 65 in receipt of family benefits, home care benefits, extended care, and Homes for Special Care

benefits under the Drug Benefit Program. Retention and Disposal: Three years, then destroyed.

Drug Benefit Plan - Invoices, Claims and Remittance Advices

Location: Finance and Accounting Branch, Program Accounting Section and Health Care Payments Unit. Legal Authority: Ontario Drug Benefit Act, R.S.O. 1990, c.O.10; Family Benefits Act, R.S.O. 1990, c.F.2; R.R.O. 1980, Reg. 318, s.25. Information Maintained: Name, address, age, copies of drug benefit claims and invoices, amount paid, invoice number, dispensing date, pharmacy or supplier name, dispensing physician's name and address, patient eligibility number, drug identification and quantity, prescription number. Uses: Provide record for payments; record and verify amount paid; correct errors. Users: Administrative and inspection staff in Finance and Accounting and Drug Programs Branches. Individuals in Bank: Pharmacies and other suppliers, individuals receiving benefits under the Drug Benefit Program. Retention and Disposal: Invoices and claims - paper (not microfilm) retained six years; paper, which is microfilmed is destroyed after microfilming and keypunching; microfilm retained seven years, then destroyed; remittance advices on microfilm retained three years, then destroyed.

Extended Care - Applications for Temporary Eligibility

Location: Finance and Accounting Branch, Corporate Accounting. Legal Authority: Health Insurance Act, R.S.O. 1990, c.H.6; Nursing Homes Act, R.S.O. 1990, c.N.7, s.14. Information Maintained: Name, health registration number, date of birth, sex, Homes for Special Care number, location code, application number, medical score, diagnosis and date of assessment. Uses: Determine eligibility for extended-care insured services. Users: Branch administrative staff, staff of Residential Services Branch and Information Systems Division. Individuals in Bank: Applicants. Retention and Disposal: One year, then destroyed.

Extended Care Residents - Master File

Location: Finance and Accounting Branch, Corporate Accounting. Legal Authority: Health Insurance Act, R.S.O. 1990, c.H.6. Information Maintained: Health registration number, date of birth, sex, name, means of subsistence, Homes for Special Care number, home history, medical records. Uses: Identify residents in the program; determine maintenance payments. Users: Branch administrative staff, staff of Residential Services Branch and Information Systems Division, authorized

Ministry of Community and Social Services staff. Individuals in Bank: Residents in extended-care facilities. Retention and Disposal: Seven years, then destroyed.

Health Care Payments - Payments Under Assistive Devices Program

Location: Finance and Accounting Branch, Program Accounting Section and Health Care Unit. Legal Authority: Ministry of Health Act, R.S.O. 1990, c.M.26. Information Maintained: Name, address, age, invoice numbers, vendor names, cheque registers, device purchased. Users: Administrative Personnel in the Ministry of Health. Uses: Provide record of payment for devices purchased, leased, rented. Individuals in Bank: Vendors of Assistive Devices and program clients. Retention and Disposal: Invoices and claims paper - seven years, then destroyed.

Health Insurance Enrolment (Registered Persons Database)

Location: Registration Program Branch, Administrative Management Division. Legal authority: Ministry of Health Act, R.S.O. c.M.26, s.6(1)(2); Health Insurance Act, R.S.O. c.H.6, s.4(2)(b)(f), s.10, s.11(1); O.Reg. 689/86; Ontario Drug Benefit Act, R.S.O. 1990, c.O.10, s.2. Information maintained: Surname, first and middle names of people whose coverage is recorded, name style preferred on health card, health number, mailing and residence address, date of birth, sex, language preference (French or English), citizenship status, residency and immigration information, previous OHIP number, Ontario Senior Citizen Privilege Card number, microfilm numbers of original documents, temporary absence information, date of enrolment. Uses: Determine eligibility for health coverage; assign health numbers; respond to enrolment inquiries; monitor program and system performance; provide statistics; investigate allegation of fraud; respond to court orders and subpoenas; determine eligibility for enrolment or continued enrolment. Users: Staff of Registration Program Branch, Claims Payment Operations, Health Insurance Division, Drug Programs Branch, Assistive Devices Branch, Institutional Health Division, Finance and Accounting Branch, Emergency Health Services, Information Systems Division, ministry officials, Legal Services Branch, Community Health Division, Health Services Appeal Board and other specifically authorized agencies. Individuals in bank: All persons who have applied for health insurance coverage, whether they qualify or not. Retention and disposal: Seven years, then destroyed.

Homes for Special Care Residents - Master File

Location: Finance and Accounting Branch, Corporate Accounting. Legal Authority: Homes for Special Care Act, R.S.O. 1990, c.H.12; Health Insurance Act, R.S.O. 1990, c.H.6; Family Benefits Act, R.S.O. 1990, c.F.2. Information Maintained: Resident number, public trustee number, family benefits number, name, date of birth, sex, marital status, health registration number, eligibility for extended care and family benefits assistance, home history, financial data. Uses: Identify residents in the program; determine maintenance payments; set up accounts receivable. Users: Branch administrative staff, staff of Mental Health Facilities Branch, MSC Workers in Psychiatric Hospitals, Ministry of Community and Social Services (Family Benefits Assistance Branch), and Office of the Public Trustee. Individuals in Bank: Residents in Homes for Special Care. Retention and Disposal: Seven years, then destroyed.

Hospital Claims (out-of-country)

Location: Claims Payment Operations. Legal Authority: Health Insurance Act, R.S.O. 1990, c.H.6, s.18(1); R.R.O. 1980, Reg. 452, s.57 and s.58. Information Maintained: Patient name, date of birth, sex, health number, residency information, insured service(s), diagnostic code, hospital admission and discharge dates, fees billed and paid, payment type, payee's name and address, claim number, source-document number, medical information. Uses: Assess and pay out-of-province hospital claims; respond to patient and hospital inquiries; investigate allegations of fraudulent claims; respond to court orders and subpoenas; confirm hospital claims for payment or subrogated recovery; monitor claims payment program; provide health care statistics for research and program development purposes. Users: Staff of Claims Payment Operations, Information Systems Division, and Finance and Accounting, authorized ministry officials, Health Services Appeal Board, and authorized agencies. Individuals in Bank: Persons for whom claims for payment for insured services have been submitted to the plan by out-of-province hospitals. Retention and Disposal: Seven years, then destroyed.

Hospital Medical Records Institute - Master File

Location: Information Planning and Evaluation Branch. Legal Authority: Public Hospitals Act, R.S.O. 1990, c.P.40, s.32(p). Information Maintained: Demographic and clinical data, hospital number, OHIP number, age, sex, postal code, length of stay, diagnoses, surgical procedures. Uses: Compile statistics annually on utilization, morbidity groupings, geographic distribution,

surgical procedures, and bed allocations; provide statistics for ad hoc studies by planners, epidemiologists, etc. Users: Branch staff. Aggregate data provided to hospital area teams, area planning coordinators, District Health Councils, Public Health Branch, researchers, and the federal government. Individuals in Bank: Inpatients discharged from or who died in acute care, chronic care or rehabilitation hospitals. Retention and Disposal: Not determined.

Inpatient Psychiatric Forms

Location: User Support Branch, Statistics and Data Entry Section. Legal Authority: Mental Health Act, R.S.O. 1990, c.M.7. Information Maintained: Facility number, sex, age, date of birth, case number, residence, date of admission, marital status, education, source of referral, method of admission, transfer-in, previous psychiatric admission, diagnosis on admission, transfer-out, disposition, diagnosis on separation, cause of death, date of separation. Uses: Compile statistics; evaluate trends in patient movement; provide data for morbidity studies. Users: Branch administrative staff, research staff, Mental Health Branch staff. Aggregate information available to Statistics Canada. Individuals in Bank: Inpatients of psychiatric hospitals and psychiatric units in general public hospitals. Retention and Disposal: Eighteen months, then destroyed.

In-Residence Reports

Location: User Support Branch, Statistics and Data Entry Section. Legal Authority: Public Hospitals Act, R.S.O. 1990, c.P.40, s.32(n). Information Maintained: Hospital number, name and address of hospital, hospital register number, patient's place of residence (city, town or village, county), age, sex, date of last admission, diagnosis. Uses: Provide aggregate data on chronic care activity. Users: Branch administrative staff. Individuals in Bank: Inpatients of chronic-care hospitals as of midnight March 31. Retention and Disposal: Five years, then destroyed.

Integrated Inpatient File (HMRI/RPDB)

Location: Information Planning and Evaluation Branch. Legal Authority: Public Hospitals Act, R.S.O. 1990, c.P.40, s.32(p); health insurance Act, R.S.O. 1990, c.H.6. Information Maintained: Inpatient's demographic, clinical, hospital number, name, OHIP number, age, sex, postal code, length of stay, diagnoses, surgical procedures, other clinical and insurance data. Uses: Collect and maintain records for Cancer Registry, perinatal files, disease registry systems and other applications involving patient-specific data. Users:

Authorized staff of Ontario Cancer Treatment and Research Foundation, Public Health Branch. Other users receive aggregated data only. Individuals in Bank: Inpatients discharged from or who died in acute care, chronic care or rehabilitation hospitals. Retention and Disposal: Not determined.

Interprovincial Reciprocal Billing System for Hospitals
Location: Claims Payment Operations and Accounting Branch. Legal Authority: Health Insurance Act, R.S.O. 1990, c.H.6. Information Maintained: Name, plan registration number, health number, date of birth, sex, date of admission to hospital, type and cost of service received. Uses: Determine payments to hospitals in other provinces for care received by Ontario residents and to hospitals in Ontario for care received by residents of other provinces. Users: Claims Payment Operations, authorized Health Insurance Division staff, Provider Services Branch and Information Systems Division staff. Individuals in Bank: Ontario residents receiving hospital care in other provinces. Retention and Disposal: Six years, then destroyed.

Legal Requests for Insured-Service Listings
Location: Claims Payment Operations. Legal Authority: Health Insurance Act, R.S.O. 1990, c.H.6. Information Maintained: Name, health number, age, sex, address, claims history, accident information, enrolment history, legal opinions, court orders, subpoenas, staff recommendations. Uses: Respond to court orders, subpoenas, requests from insured persons and their legal representatives; provide statistics. Users: Subrogation staff, Claims Payment Operations staff, authorized ministry officials. Individuals in Bank: Insured persons whose insured-service histories have been requested. Retention and Disposal: Two years after last use, then destroyed.

Medical Claims Reference File (CREF)
Location: Administrative Management Division, Claims Payment Operations, Information Systems Division. Legal Authority: Health Insurance Act, R.S.O. 1990, c.H.6, s.18. Information Maintained: Health number, patient's surname and given names, date of birth, sex, insured service history, fees, reasons for adjustments, practitioner's OHIP registration number, referring physician's OHIP registration number, hospital number and admission date, claims number, practitioner's name, address and option status, payee's address, other medical information. Uses: Assess and pay claims and alternate payments; confirm claims for payment or subrogated

recovery; monitor physician's/practitioner's billings; generate claims-verification letters; provide statistics and analysis; identify abnormal service patterns; investigate allegations of fraud. Users: Staff of Health Insurance Division, Claims Payment Operations, Information Systems Division, Finance and Accounting Branch, Legal Services Branch, and Community Health Programs Branch, Medical Review Committee, Ministry officials, Ontario Medical Association Tariff Committee, Health Service Appeal Board, and other specifically authorized agencies. Individuals in Bank: Persons claiming payment for the insured services of physicians, chiropractors, osteopaths, dentists, optometrists, podiatrists, physiotherapists and laboratories who bill on a fee-for-service basis, providers of such services (physicians, etc.). Retention and Disposal: Seven years, then destroyed.

Northern Health Travel Grant (NOTS)
Location: Claims Payment Operations. Legal Authority: Ministry of Health Act, R.S.O. 1990, c.M.26; O.Reg. 311/91. Information Maintained: Patient's name, address, date of birth, health number, sex, parent's/guardian's name and initials, referring practitioner and treating specialist's OHIP registration number, treatment details, residence code, grant amount, mode of travel, km distance travelled, hospital name and location, date of service, travel receipts, companion's name, address, microfilm number, medical diagnosis, reason for referral. Uses: Process grant application; request payment of grant from Treasury and Economics; determine eligibility for travel grants; monitor program; provide statistics; respond to inquiries. Users: Staff of Northern Health Travel Grant, Finance and Accounting Branch, Ministry of Government Services, Payments Branch, Legal Services Branch, Health Insurance Division and Information Systems Division. Individuals in Bank: Residents of northern Ontario applying for a Northern Health Travel grant, travelling companions, referring physicians, treating specialists. Retention and Disposal: Seven years, then destroyed.

OHIP Enrolment - Subscriber Administration System (SAS)

Location: Claims Payment Operations. Legal Authority: Health Insurance Act, R.S.O. 1990, c.H.6, s.10 to s.18; R.R.O. 1980, Reg. 452, s.1 to s.35. Information Maintained: Surname and initial of person in whose name coverage is registered, health insurance number, coverage history and type, premium payment and billing history, date of original enrolment, microfilm control

number, address, employer or collector group number, alternate surnames covered, welfare agency number, name in which health insurance number was previously registered, telephone number, dependants names and dates of birth, residency and immigration information, employment and financial information, public assistance recipient's identification number. Uses: Database no longer maintained by the Ministry of Health as the functions have been replaced by the Registered Persons Database; respond to enrolment inquiries; investigate allegations of fraud; respond to court orders and subpoenas. Users: Staff of Claims Payment Operations, Health Insurance Division, Finance and Accounting Branch, Emergency Health Services Branch, Information Systems Division, ministry officials, Legal Services Branch; Health Services Appeal Board, Community Health Programs Branch and other specifically authorized agencies. Individuals in Bank: Registered Subscribers, individuals applying for coverage. Retention and Disposal: Seven years, then destroyed.

Out-of-Province Travel

Location: Claims Payment Operations. Legal Authority: Health Insurance Act, R.S.O. 1990, c.H.6; R.R.O. 1980, Reg. 452, s.35. Information Maintained: Name of insured person, health number, address, reason for absence, expected date of return, notice of return and staff decisions regarding cancellation. Uses: Assess eligibility for continued health insurance coverage; provide case information to Health Services Appeal Board; respond to inquiries. Users: Staff of Claims Payment Operations, Health Insurance Division, Health Services Appeal Board, authorized officials. Individuals in Bank: Insured persons notifying the plan of a temporary absence (exceeding six months) from Ontario. Retention and Disposal: Not determined.

Oxygen/Allergen Suppliers - Master File

Location: Finance and Accounting Branch, Program Accounting Section and Health Care Payments Unit. Legal Authority: Ontario Drug Benefit Act, R.S.O. 1990, c.O.10; Family Benefits Act, R.S.O. 1990, c.F.2, R.R.O. 1980, Reg. 318, s.25. Information Maintained: Name, address, supplier account number, telephone number and emergency mailing codes. Uses: Allocate payment of claims; generate appropriate remittance advice. Users: Unit administrative staff, Drug Programs Branch staff. Individuals in Bank: Suppliers of oxygen therapy and allergen extract. Retention and Disposal: Not determined.

Placement and Support Services (PASS)

Location: User Support Branch, Statistics and Data Entry Section. Legal Authority: Ministry of Health Act, R.S.O. 1990, c.M.26, s.6(d). Information Maintained: Name, OHIP number, date of birth, residence code, date of discharge, date ready for discharge, type of bed occupied, hospital master number, discharge to institution, placement service provided by, optimum placement accommodation, actual placement accommodation, unavailable support services, reason for non-optimum placement, reason for delay in placement. Uses: Provide personal identification to verify data; compile statistics on placement load, delays in placement, shortages, replacements, unavailable support services; provide planning information. Users: Editing clerk, computer-support staff, internal ministry consultants; district health councils. Individuals in Bank: Individuals for whom placement services are provided. Retention and Disposal: Paper retained until data input verified, then destroyed; computer retention not determined.

Psychiatric Hospitals - Annual Census

Location: User Support Branch, Statistics and Data Entry Section. Legal Authority: Mental Health Act, R.S.O. 1990, c.M.7. Information Maintained: Hospital number, case book number, sex, county, hospital status, date of birth, method of admission, diagnosis, date of current admission. Uses: Compile aggregate data for publication. Users: Ministry consultants, research staff (aggregate data only). Individuals in Bank: Patients in residence at midnight, March 31, or on leaves of absence for three days or less for all psychiatric hospitals. Retention and Disposal: Six months, then destroyed.

Reciprocal Billing of Medical Claims

Location: Claims Payment Operations and Finance and Accounting. Legal Authority: Health Insurance Act, R.S.O. 1990, c.H.6; R.R.O. 1980, Reg. 452, s.59. Information Maintained: Physician's registration number, referring physician's registration number, hospital number, admit date, in or out patient indicator, patient's provincial registration number, name, date of birth, sex, provincial code, fee schedule code, amount billed, number of services, date of service, diagnostic code, adjustment details. Uses: Assess and pay medical claims in the host province at the host province rate; resolve payment inquiries. Users: Claims Payment Operations processing staff, Finance and Accounting staff, Information Systems Division staff and authorized personnel from other provinces. Individuals in Bank: Ontario residents receiving health care in other provinces

and other provincial residents receiving health care in Ontario. Retention and Disposal: Six years, then destroyed.

Recoverable Bursaries

Location: Finance and Accounting Branch, Program Accounting and Financial Control Unit. Legal Authority: Ministry of Health Act, R.S.O. 1990, c.M.26.

Information Maintained: Name, address, financial data, agreements, correspondence, repayment details. Uses: Set up accounts receivable; recover bursary assistance. Users: Underserviced Area Program staff, recoverables collection clerk. Individuals in Bank: Bursary recipients repaying awards. Retention and Disposal: Two years, then destroyed.

Special Authorization Oxygen Catalogue

Location: Finance and Accounting Branch, Program Accounting Section and Health Care Payments Unit. Legal Authority: Ontario Drug Benefit Act, R.S.O. 1990, c.O.10; Family Benefits Act, R.S.O. 1990, c.F.2, R.R.O. 1980, Reg. 318, s.25. Information Maintained: Original copy of Special Authorization request from doctor for participant's enrolment in the Drug Benefit program, doctor's name and address, prescription details, patient's name, eligibility number, supplier's name and address. Uses: Verify authorization for participation in Drug Benefit program. Users: Unit administrative staff. Individuals in Bank: Participants in the Drug Benefit Program to receive oxygen therapy. Retention and Disposal: Six years, then destroyed.

Subrogation and Workers' Compensation Cost-Recovery Records

Location: Finance and Accounting Branch. Legal Authority: Health Insurance Act, R.S.O. 1990, c.H.6, s.1(h), s.30 to s.36, s.46(5). Information Maintained: Subrogation file number, name, health number, age, sex, accident information, claims history, medical information, employment information, Workers' Compensation Board coverage information, enrolment history, settlement information, legal opinions, staff recommendations. Uses: Recover costs for past and future insured services; answer inquiries; provide statistics. Users: Subrogation staff, authorized ministry officials, Legal Services Branch staff. Individuals in Bank: Insured individuals injured by another person or in the course of their employment, other individuals involved in the accident. Retention and Disposal: Seven years after case closed, then destroyed.

Subrogation Cost-Recovery Records

Location: Finance and Accounting Branch, Program Accounting. Legal Authority: Health Insurance Act, R.S.O. 1990, c.H.6, s.1, s.4(e), s.30 to s.36 and s.46(5). Information Maintained: Subrogation file number, name of insured person, health registration number, age, sex, accident information, claims history, medical information, employment history, settlement information, legal opinions, staff recommendations. Uses: Recovery costs for past and future insured services; answer inquiries. Users: Subrogation staff, authorized ministry officials, Legal Services Branch staff. Individuals in Bank: Insured individuals injured as a result of negligence, wrongful act or omission of another person. Retention and Disposal: Seven years after case closed, then destroyed.

Tenders and Contracts

Location: Business Office, Information Systems Division. Legal Authority: Ministry of Health Act, R.S.O. 1990, c.M.26. Information Maintained: Profile, name, address, resume, rates, selection criteria, ranking, contract if awarded. Uses: Provide information on tendering for systems development and operations; maintain details on progress of tenders; ensure payment of funds; ensure adherence to the terms of agreement; may be subject to provincial audit. Users: Information Systems Division's professional and administrative staff, ministry clients. Individuals in Bank: Vendors submitting proposals for contract services. Retention and Disposal: Six years, then destroyed.

Therapeutic Abortions Report

Location: User Support Branch, Statistics and Data Entry Section. Legal Authority: Statistics Act, R.S.C. 1971-72, subject to secrecy requirements of c.15, s.5(a), s.16 and s.251(b); Criminal Code of Canada, R.S.C. 1970, c.34. Information Maintained: Hospital name and location, residence of patient, date of birth, marital status, first day of last normal menses, date fetus removed, days of inpatient stay, number of previous deliveries, number of previous abortions, operative procedure, sterilizations, complications. Uses: Provide aggregate data for family-planning studies. Users: Branch staff. Aggregate data provided to ministry research staff and Statistics Canada. Individuals in Bank: Individuals receiving therapeutic abortions. Retention and Disposal: Two years, then destroyed.

Communications and Information Branch

The branch promotes health programs and policies by providing information to the public, the media and health care providers.

General Classes or Types of Records

Contains information related to speech-writing, issues, annual reports, media memos, brochures, information packages, posters, educational materials, exhibits, advertising campaigns, and the production of displays and a wide variety of publications.

News Releases
Press Clippings
Public Information Requests
Publications
Speeches

Personal Information Banks

None

Legal Branch

The branch provides general legal services.

General Classes or Types of Records

Contains information on health legislation, health appeals and provincial regulations.

Health Services Appeals - Health Insurance Act
Ministry of Health Legislation

Personal Information Banks

The following common personal information bank as described in Chapter II of this directory is maintained.

Freedom of Information and Protection of Privacy Act
Requests

Drug Reform Secretariat

The mission of the Drug Reform Secretariat is to work in partnership with seniors' groups, labour, the insurance industry and other ministries to reform provincial drug services and programs to ensure reasonable access and affordability of appropriate and effective drug therapy for all residents of Ontario through a diversified and integrated provincial system.

General Classes or Types of Records

The Drug Reform Secretariat ensures the availability and supply of medically necessary drugs.

Claims - Suppliers for Allergen/Oxygen
Drug Benefit Formulary/Comparative Drug Index -
Research and Background Material
Drug Legislation
Drug Specifications, Testing and Procurement
Drugs (records of drugs provided to nursing homes and homes for the aged)
List of Interim Non-Formulary Benefits
Pharmacy Accounts and Statistics
Pharmacy Claims and Updates

Manuals

A listing of publicly available drug benefits is issued to providers of the service. Administrative guidelines and operations policy and procedures manual are issued to staff.

Drug Benefit Formulary/Comparative Drug Index
Drug Quality and Therapeutics Committee -
Administrative Guidelines
Ontario Drug Benefit Program - Billing Guide for
Pharmacists
Ontario Drug Benefit Program - General Guide

Personal Information Banks

Contains information on individuals eligible to receive drug benefits.

Drug Benefit Plan - Eligibility

Location: Drug Programs Branch. Legal Authority: Ontario Drug Benefit Act, R.S.O. 1990, c.O.10; O. Reg. 889/85, s.2. Information Maintained: Name, mailing address. Uses: Validate drug claims submitted for reimbursement by pharmacies. Users: Drug Programs Branch staff, Finance and Accounting Branch staff and Insurance Systems Branch staff. Individuals in Bank: Recipients approved by the Ministry of Health and Ministry of Community and Social Services. Retention and Disposal: Permanent.

Drug Benefit Program - Non-Formulary Benefits

Location: Drug Programs Branch. Legal Authority: Ontario Drug Benefit Act, R.S.O. 1990, c.O.10; O. Reg. 889/85, s.8(1). Information Maintained: Name, drug prescribed by physician, physician name, dispensing pharmacy, eligibility number. Uses: Authorize payment of drugs not listed in the Drug Benefit Formulary. Users: Program staff. Individuals in Bank: Individuals receiving Non-Formulary Benefits. Retention and Disposal: Seven years, then destroyed.

Affiliated Agencies

Advisory Committee on Genetic Services

The committee examines and makes recommendations on genetic services, rationalization and coordination of services, access to quality care, staffing requirements, and financing.

General Classes or Types of Records

Contains information on hospital and outreach clinic services, staff and budgets relating to genetic services. All records are maintained by the ministry.

Personal Information Banks

None

Advisory Committee on Screening for Inherited Diseases in Infants

The committee provides advice on newborn screening, case findings, diagnoses and treatment programs for children with inborn errors of metabolism. It makes recommendations on programs for the prevention of mental retardation.

General Classes or Types of Records

Contains information on diagnosis and treatment programs for children with inborn errors of metabolism, and information on special diets for children with inborn errors of metabolism.

Manuals

Issued to assist hospital staff, physicians and regional consultants to assist in implementing newborn screening programs.

Revised Guidelines for Newborn Screening for Phenylketonuria and Congenital Hypothyroidism

Personal Information Banks

None

Chiropody (Podiatry) Review Committee

The committee makes recommendations to the general manager of the Health Insurance Plan (OHIP) on disputed claims under the Health Insurance Act and reports on other matters referred to it.

General Classes or Types of Records

Contains general administration records as described in Chapter II of this directory. All records are maintained by the ministry.

Personal Information Banks

None

Chiropractic Review Committee

The committee makes recommendations to the General Manager of OHIP on disputed claims under the Health Insurance Act and reports on other matters referred to it.

General Classes or Types of Records

Contains general administration records as described in Chapter II of this directory. All records are maintained by the ministry.

Personal Information Banks

None

Dentistry Review Committee

The committee makes recommendations to the General Manager of OHIP on disputed claims under the Health Insurance Act and reports on other matters referred to it.

General Classes or Types of Records

Contains general administration records as described in Chapter II of this directory. All records are maintained by the ministry.

Personal Information Banks

Contains information on dentists and dental specialists (periodontists) awarded/not awarded incentive grants or professional contracts. Also contain information on third-year, fourth-year or post-graduate dentistry students who are awarded/not awarded bursaries.

Dental Bursary Program

Location: Underserviced Area Program. Legal Authority: Ministry of Health Act, R.S.O. 1990, c.M.26; O. Reg. 438/83. Information Maintained: Name, personal information, education record, confidential report from faculty of dentistry regarding completion of previous academic year. Uses: Support and evaluate award of bursaries to third-year, fourth-year and post-graduate dentistry students. Users: Program consultants, administrative staff, Dental Personnel Selection Committee members. Individuals in Bank: Third-year, fourth-year and post-graduate (needed specialty) dentistry students. Retention and Disposal: Two years, then transferred to archives.

Dentists Incentive Programs

Location: Underserviced Area Program. Legal Authority: Ministry of Health Act, R.S.O. 1990, c.M.26; R.R.O.

Ministry of Health (HEALTH)

1980, Reg. 658, Part II, s.7(a) and (b). Information Maintained: Name, personal information, education record, references. Uses: Support and evaluate award of incentives to dentists and dental specialists (periodontists only) to practise in designated underserved areas. Users: Program consultants, administrative staff, Dental Personnel Selection Committee members. Individuals in Bank: Dentists, dental specialists (periodontists). Retention and Disposal: Ten years, then transferred to archives.

Denture Therapists Appeal Board

The board hears appeals of decisions made by the Governing Board of Denture Therapists concerning the registration of members and complaints from members or the public.

General Classes or Types of Records

Contains general administration records as described in Chapter II of this directory. All records are maintained by the ministry.

Personal Information Banks

Contains information on individuals involved in reviews or hearings held by the board.

Denture Therapists Appeal Board Reviews and Hearings

Location: Health Boards Secretariat. Legal Authority: Denture Therapists Act, R.S.O. 1990, c.D.7, s.13. Information Maintained: Name, address, decisions and reasons. Uses: Review registration; hear complaints and appeals. Users: Denture Therapists Appeal Board and Health Boards Secretariat staff. Individuals in Bank: Denture therapists, complainants, appellants, individuals involved in reviews or hearings of the board. Retention and Disposal: Five years, then transferred to archives.

Drug Quality and Therapeutics Committee

The committee provides expert advice to the minister on the operation of Ontario's Drug Benefit Program and related pharmaceutical and pharmacological matters. It evaluates drug products for listing makes recommendations regarding the interchangeability of drug products, and educational/scientific material for health professionals and the public, and facilitates communication between the ministry and professional organizations.

General Classes or Types of Records

Contains minutes of meetings, proposals for policy, evaluations and recommendations, reports on technical and clinical data obtained from drug manufacturers and

product submissions for listing in the Ontario Drug Benefit Formulary. All records are maintained by the ministry.

Manuals

Issued to members of the committee by the Drug Programs Branch.

Drug Quality and Therapeutics Committee
Administrative Guidelines

Personal Information Banks

None

Healing Arts Radiation Protection (HARP) Commission

The commission oversees matters pertinent to the Healing Arts Radiation Protection Act, advises the Minister on x-ray safety and approves courses.

General Classes or Types of Records

Contains minutes of the HARP Commission and the various advisory committees, and documentation of business covered in the minutes.

Advisory Committees (chiropody (podiatry), chiropractic, dentistry, medical radiology, physics, radiological technology) - Minutes HARP Commission - Minutes

Manuals

Issued to provide guidelines for radiation technology users.

Healing Arts Radiation Protection Guidelines

Personal Information Banks

None

Health Disciplines Board

The board hears appeals of decisions made by the College of Physicians and Surgeons, the Royal College of Dental Surgeons, the College of Nurses, the College of Optometrists, the College of Pharmacists and the College of Veterinarians concerning the registration of and complaints against members.

General Classes or Types of Records

Contains general administration records as described in Chapter II of this directory. All records are maintained by the ministry.

Personal Information Banks

Contains information on individuals involved in reviews or hearings held by the board.

Health Disciplines Board Reviews and Hearings

Location: Health Boards Secretariat. Legal Authority:

Health Disciplines Act, R.S.O. 1990, c.H.4, s.6.

Information Maintained: Name, address, decisions and reasons. Uses: Hear complaints; review registrations.

Users: Health Disciplines Board and Health Boards Secretariat staff. Individuals in Bank: Complainants, appellants, physicians, dentists, nurses, pharmacists and optometrists requesting registration in the above professions. Retention and Disposal: Five years, then transferred to archives.

Health Facilities Appeal Board

The board holds hearings under the Ambulance Act, the Private Hospitals Act, the Health Facilities Special Orders Act, the Healing Arts Radiation Protection Act and the Independent Health Facilities Act.

General Classes or Types of Records

Contains general administration records as described in Chapter II of this directory. All records are maintained by the ministry.

Personal Information Banks

Contains information on individuals involved in appeals before the board.

Health Facilities Appeal Board Hearings

Location: Health Boards Secretariat. Legal Authority:

Ambulance Act, R.S.O. 1990, c.A.19, s.10. Information

Maintained: Name, address, decisions and reasons. Uses:

Hearings of the Board. Users: Board members, Health

Boards Secretariat staff. Individuals in Bank: Appellants

appealing orders under the Ambulance Act, the Health

Facilities Special Orders Act, the Healing Arts Radiation

Protection Act, the Private Hospitals Act and the

Independent Health Facilities Act. Retention and

Disposal: Five years, then transferred to archives.

Health Protection Appeal Board

The board hears appeals of orders of medical officers of health and public health inspectors under the Health Protection and Promotion Act and the Immunization of School Pupils Act.

General Classes or Types of Records

Contains general administration records as described in Chapter II of this directory. All records are maintained by the ministry.

Personal Information Banks

Contains information on individuals involved in appeals before the board.

Health Protection Appeal Board Hearings

Location: Health Boards Secretariat. Legal Authority:

Health Protection and Promotion Act, R.S.O. 1990,

c.H.7, s.47. Information Maintained: Name, address,

decisions and reasons. Uses: Conduct board hearings.

Users: Board members, Health Boards Secretariat staff.

Individuals in Bank: Appellants appealing orders of the

medical officers of health or public health inspectors

under the Health Promotion Act and the Immunization of

School Pupils Act. Retention and Disposal: Five years,

then transferred to archives.

Health Services Appeal Board

The board hears appeals of decisions made by the general manager of OHIP concerning practitioners' billing practices, payment of subscribers' claims, and requests for enrolment or continued enrolment. It conducts reviews under the authority of the Health Insurance Act, R.S.O. 1990, c.H.6, s.8; Health Care Accessibility Act, R.S.O. 1990, c.H.3, s.5; and the Independent Health Facilities Act, s.36.

General Classes or Types of Records

Contains general administration records as described in Chapter II of this directory. All records are maintained by the ministry.

Personal Information Banks

Contains information on health practitioners, independent health facility operators and OHIP subscribers involved in appeals before the board.

Health Services Appeal Board Hearings

Location: Health Boards Secretariat. Legal Authority:

Health Insurance Act, R.S.O. 1990, c.H.6, s.8,

Independent Health Facilities Act, R.S.O. 1990, c.I.3,

s.36. Information Maintained: Name, judgment and

reasons. Uses: Conduct board hearings. Users: Board

members, Health Boards Secretariat staff. Individuals in

Bank: Health practitioners, independent health facility

operators and OHIP subscribers. Retention and Disposal:

Five years, then transferred to archives.

Hospital Appeal Board

The board hears appeals of decisions made by hospital boards concerning the appointment of medical staff.

General Classes or Types of Records

Contains general administration records as described in Chapter II of this directory. All records are maintained by the ministry.

Personal Information Banks

Contains information on physicians involved in appeals before the board.

Hospital Appeal Board Hearings

Location: Health Boards Secretariat. Legal Authority: Public Hospitals Act, R.S.O. 1990, c.P.40, s.40.

Information Maintained: Name, decisions and reasons.

Uses: Conduct board hearings. Users: Board members, Health Boards Secretariat staff. Individuals in Bank:

Physicians appealing orders of hospital boards denying, altering, restricting or revoking privileges. Retention and

Disposal: Five years, then transferred to archives.

Laboratory Review Board

Under the authority of the Laboratory and Specimen Collection Centre Licensing Act, the board reviews proposals to refuse, suspend, revoke or impose conditions on laboratory licenses.

General Classes or Types of Records

Contains general administration records as described in Chapter II of this directory. All records are maintained by the ministry.

Personal Information Banks

Contains information on laboratory licensees involved in hearings before the board.

Laboratory Review Board Hearings

Location: Health Boards Secretariat. Legal Authority: Laboratory and Specimen Collection Centre Licensing Act, R.S.O. 1990, c.L.1, s.7. Information Maintained:

Name, terms or conditions on licenses, decisions and reasons. Uses: Conduct board hearings. Users: Board members, Health Boards Secretariat staff. Individuals in Bank: Licensees appealing orders under the Health Facilities Special Orders Act revoking, rejecting or restricting their licenses. Retention and Disposal: Five years, then transferred to archives.

Medical Eligibility Committee - Health Insurance

The committee reviews disputes concerning decisions of the General Manager of OHIP on the medical necessity of a hospital or health facility service. The committee recommends whether or not the General Manager should order payment for such service. The Provider Services Branch of the Health Insurance Division provides secretariat services to the committee.

General Classes or Types of Records

Contains information on policy and procedures for hearing disputes and the administration of the committee.

Appeals Processing and Procedures

Committee Membership

Memorandum of Understanding of Members of Committee

Personal Information Banks

Contains information on the eligibility for payment by OHIP of disputed services.

Medical Eligibility Committee Reviews

Location: Medical Eligibility Committee. Legal

Authority: Health Insurance Act, R.S.O. 1990, c.H.6,

s.7 and s.19. Information Maintained: Name, health number, OHIP number, address, medical information, subject category of decision being disputed, committee decision, type of appeal, financial information, notice of appeal. Uses: Enable committee to judge whether or not medical services in a hospital or extended care facility or ambulance services are medically necessary and should be insurable services; provide case information to Health Services Appeal Board; monitor program; provide statistics; respond to ministry inquiries about specific cases. Users: Medical Eligibility Committee members, secretary, Ministry of Health program staff. Individuals in Bank: Insured persons or their physicians requesting referral to the committee. Retention and Disposal: Not determined.

Medical Personnel Selection Committee

This committee selects and approves graduate physicians for the establishment of practice grants or contracts of service. The committee also selects and approves medical students for the medical bursary program.

General Classes or Types of Records

Contains general administration records as described in Chapter II of this directory. All records are maintained by the ministry.

Personal Information Banks

Contains information on physicians and medical specialists awarded/not awarded incentive grants or professional contracts. Also contain information on third year, fourth-year or post-graduate medical students who are awarded/not awarded bursaries.

Physician Incentive Programs

Location: Underserved Area Program. Legal Authority: Ministry of Health Act, R.S.O. 1990, c.M.26, s.10(b).

Information Maintained: Name, personal information, education record, references. Uses: Support and evaluate award of incentives to physicians and medical specialists to practise in designated underserved areas. Users: Program consultants, administrative staff, Medical Personnel Selection Committee members. Individuals in Bank: Physicians, medical specialists. Retention and Disposal: Ten years, then transferred to archives.

Medical Review Committee - Health Insurance

The committee makes recommendations to the General Manager of OHIP on disputed claims under s.5 of the Health Insurance Act, R.S.O. 1990, c.H.6 and reports on other matters referred to it.

General Classes or Types of Records

Contains general administration records as described in Chapter II of this directory. All records are maintained by the ministry.

Personal Information Banks

None

Nursing Homes Review Board

As authorized by the Nursing Homes Act, the board holds hearings concerning licence disputes, and reviews decisions affecting nursing homes under the Health Facilities Special Orders Act.

General Classes or Types of Records

Contains general administration records as described in Chapter II of this directory. All records are maintained by the ministry.

Personal Information Banks

Contains information on nursing home licensees involved in hearings before the board.

Nursing Homes Review Board Hearings

Location: Health Boards Secretariat. Legal Authority: Nursing Homes Act, R.S.O. 1990, c.N.7, s.14.

Information Maintained: Name, address of licensee, decisions and reasons. Uses: Conduct board hearings. Users: Board members, Health Boards Secretariat staff. Individuals in Bank: Licensees appealing orders revoking, refusing or denying renewal of licences including revocations under the Health Facilities Special Orders Act. Retention and Disposal: Five years, then transferred to archives.

Optometry Review Committee

The committee makes recommendations to the General Manager of OHIP on disputed claims under the Health Insurance Act and reports on other matters referred to it.

General Classes or Types of Records

Contains general administration records as described in Chapter II of this directory. All records are maintained by the ministry.

Personal Information Banks

None

Osteopathy Review Committee

Responsible for recommendations to the General Manager of OHIP on disputed claims under the Health Insurance Act and for reporting on other referrals.

General Classes or Types of Records

Contains general administration records as described in Chapter II of this directory. All records are maintained by the ministry.

Personal Information Banks

None

Professional Services Management Committee

The committee contracts qualified medical and dental practitioners and determines their salaries and terms of employment.

General Classes or Types of Records

Contains general administration records as described in Chapter II of this directory. All records are maintained by the ministry.

Personal Information Banks

Contains information on physicians and dentists on contract with the ministry.

Physicians' and Dentists' Contracts

Location: Human Resources and Personnel Development Branch. Legal Authority: Order in Council 1654/79. Information Maintained: Name, contract category, work location, contract period and salary. Uses: Compile statistics; renew contracts. Users: Committee secretary and members, Professional Services Management Committee. Individuals in Bank: Physicians, psychiatrists and dentists employed by the ministry under contract by the Professional Services Management Committee. Retention and Disposal: Not determined.

Psychiatric Patient Advocate Office

The office provides advocacy and rights advice to inpatients in provincial psychiatric hospitals.

General Classes or Types of Records

Contains administration and policy records, information relating to community and advisory groups, and workshops and conferences held by the office.

Associations, Boards and Committees
Workshop Background Papers

Personal Information Banks

Contains information on psychiatric patients served by the Patient Advocates, and visited by the Rights Advisors.

Psychiatric Patient Advocate Office - Client Files

Location: Provincial psychiatric hospitals in Brockville, Hamilton, Kingston, Lakehead, London, North Bay, Penetanguishene, Toronto, St. Thomas, Whitby, Oak Ridge. Legal Authority: Mental Health Act, R.S.O. 1990, c.M.7, s.9. Information Maintained: By Patient Advocates - Name, age, sex, medical history, legal status under the Mental Health Act, nature of communication with advocate and other parties, extracts from clinical record. By Rights Advisors - Name, age, sex, medical history, legal status under the Mental Health Act, information relating to eligibility for Legal Aid, communication with Rights Advisor and other parties. Uses: By Patient Advocates - Maintain a record of the advocacy conducted on behalf of a patient. By Rights Advisors - Maintain a record of the rights advice provided to patients, and the carrying out of patient's instructions, if any. Users: Patient Advocates and Rights Advisors in provincial psychiatric hospitals, Psychiatric Patient Advocate Office coordinator, executive assistant, legal counsel, systemic policy advisor. Individuals in Bank: Psychiatric inpatients serviced by the Patient Advocates, and those visited by the Rights Advisor.

Retention and Disposal: Policy under review.

Review Board Under the Mental Health Act

The board holds hearings and reviews concerning patients of psychiatric facilities.

General Classes or Types of Records

Contains general administration records as described in Chapter II of this directory. All records are maintained by the ministry.

Personal Information Banks

Contains information on hearings and reviews concerning patients of psychiatric facilities.

Review Board Hearings - Psychiatric Patients

Location: Local boards in Brockville, Hamilton, Guelph, Kingston, London, North Bay, Ottawa, Penetanguishene, Sudbury, Thunder Bay and Toronto (east and west). Legal Authority: Mental Health Act, R.S.O. 1990, c.M.7, s.37. Information Maintained: Name, clinical and legal information, decision of board. Uses: Record board hearings and reviews; preparation for appeals. Users: Board members, administrative staff and appellate courts. Individuals in Bank: Psychiatric patients. Retention and Disposal: Not determined.

MINISTRY OF HOUSING

Head

Minister of Housing
10th Floor, 777 Bay Street
Toronto, Ontario
M5G 2E5
Telephone: (416) 585-7111

Access

Freedom of Information and Privacy Coordinator
Administrative Services Branch
Ministry of Housing
2nd Floor, 777 Bay Street
Toronto, Ontario
M5G 2E5
Telephone: (416) 585-7663



A public reading room for the review of manuals and other information is open during regular office hours on the second floor at 777 Bay Street, Toronto.

Mandate

The Ministry of Housing is responsible for strategies to help meet the need for affordable housing while encouraging the conservation of existing accommodation. Through the Ontario Housing Corporation, the ministry provides rent-geared-to-income housing for low- and moderate-income households. Ministry staff work with non-profit and cooperative housing organizations, the private sector, other ministries and levels of government to develop private and municipal non-profit and cooperative housing. The Ministry of Housing also provides financial assistance for the rehabilitation of the existing housing stock, and the modification of housing to meet the needs of disabled persons. It administers current legislation governing the regulation of residential rents. This legislation will be replaced by the Rent Control Act (Bill 121) expected to receive Proclamation in the Summer of 1992. The ministry also administers rent control legislation, and ensures safe and efficient building in Ontario.

Organization

The ministry is organized into four primary areas: Housing Operations, Housing Planning and Policy, Building Programs and Corporate Resources Management. There is also the Seaton Interim Planning Team.

Divisions

Office of the Deputy Minister

The office is responsible for the overall management of the ministry's operations. Reporting to the office are the Housing Planning and Policy, Housing Operations and Corporate Resources Management Divisions as well as the Communications Branch, Ontario Buildings Branch and Seaton Interim Planning Team.

General Classes or Types of Records

Contain general information relating to overall management and planning.

Associations
Committees
Councils, Boards

Personal Information Banks

None

Communications Branch

The Communications Branch supports both the Ministry of Housing and the Ministry of Municipal Affairs. The branch is responsible for internal and external communications activities including corporate communications; media and information liaison; official ceremonies; speech, news release and publications production; and legislative and ministerial support. It administers customer service programs for both ministries.

General Classes or Types of Records

Contain general administration records as described in Chapter II of this directory and background documentation and working papers for publications, speeches, briefing notes and reports.

Personal Information Banks

None

Corporate Resources Management Division

Provides administrative and financial services for the ministry and its Crown corporations as well as services for the Ministry of Municipal Affairs. Services include audit, legal, information technology, corporate and agency, human resources and employment equity, financial and administrative services (including purchasing and facilities management).

General Classes or Types of Records

Contain information on general administrative and financial matters of the ministry and its Crown corporations including internal audit, personnel policies

Ministry of Housing (HOUSING)

and procedures, employment equity program and information relating to the portfolio responsibilities of the Deputy Minister.

Resources Planning (Treasury and Management Board submissions, minutes and resource/results planning)
Financial Material
Minutes (Crown corporations and advisory committees)

Manuals

Issued to managers to provide direction on administrative, financial, personnel and policies procedures.

Accounting Procedures, Research and Development Administration
Benefits-Crown Personnel
Collective Agreement
Crown Employee Personnel
Crown Employee Management Compensation Plan
Delegation of Authority
HIPPS Payroll
Human Resources Procedures

Personal Information Banks

The following common personal information banks as described in Chapter II of this directory are maintained.

Agency Appointment Applications
Central Attendance Recording System (CARS)
CORPAY (Corporate Payroll System)
Employment Application Inventory
Employment Equity Database
Freedom of Information and Protection of Privacy Act Requests
General Employment History and Payroll Information
Grievances and Applications
Identity/Employee Card
Integrated Payroll, Personnel and Employee Benefits System (IPPEBS)
Job Competitions
Library Users List
Litigation Files
Medical Information (Personnel)
Ombudsman/Human Rights Commission
Parking Records
Performance Management
Training Database
Travel/Expense Accounts
Workers' Compensation

Also contain information relating to the administration and awarding of tenders, purchase requisitions, and membership of affiliated boards, agencies and commissions.

Agencies, Boards and Commissions - Administration Reports

Location: Corporate and Agency Services. Legal Authority: Ministry of Municipal Affairs and Housing Act, R.S.O. 1990, c.M.30; Ontario Housing Corporation Act, R.S.O. 1990, c.O.21; Residential Rent Regulation Act, R.S.O. 1990, c.R.29. Information Maintained: Record of per-diem and travel-expense compensation, name, address. Uses: Administration of board, agency or commission membership. Users: Finance, human resources, legal, other staff, as required. Individuals in Bank: Members of the ministry's boards, agencies and commissions. Retention and Disposal: Not determined.

Housing Authority Employees - Reports

Location: Human Resources and Financial Services Branch. Legal Authority: Ontario Housing Corporation Act, R.S.O. 1990, c.O.21. Information Maintained: Name, Social Insurance Number, date of birth, insurance, pension, salary and classification information. Uses: Centralize information of the 58 housing authorities; facilitate the ministry's role as agent for these authorities. Users: Ontario Housing Corporation management, human resource and finance staff. Individuals in Bank: Employees of local housing authorities. Retention and Disposal: For duration of individual's employment, then destroyed.

Ontario Housing Corporation (OHC) Debarred Companies List

Location: Corporate and Agency Services. Legal Authority: Ontario Housing Corporation Act, R.S.O. 1990, c.O.21. Information Maintained: Individual's/company's name, correspondence regarding debarment. Uses: Communicate board decisions to affected companies/individuals. Users: Staff of Corporate and Agency Services, Management Services, and OHC board of directors. Individuals in Bank: Debarred companies/individuals. Retention and Disposal: For period of debarment, then destroyed.

Housing Operations Division

The Housing Operations Division responds to the needs of Ontario residents for socially assisted housing in cooperation with the non-profit and cooperative housing sectors, the private sector, other ministries and various levels of government. It is responsible for the

development of social housing policy and the delivery of socially assisted housing and market programs for the purpose of increasing the accessibility of affordable housing in the province. It supports and promotes social housing for low- and modest-income families, senior citizens, the handicapped and other eligible persons to ensure their access to safe, well-maintained, secure and affordable shelter.

The division also implements the Residential Rent Regulation Act by resolving applications for rent review and related matters filed by landlords and tenants, by advising the public on all residential tenancy matters, developing policy on rent review issues, administering the residential rent registry and reviewing and recommending appropriate action concerning applications for exemptions under the Rental Housing Protection Act. The Residential Rent Regulations Act will be replaced by The Rent Control Act, 1992, which is expected to receive proclamation in the summer of 1992.

General Classes or Types of Records

Contain information on administrative processes and operational policy, program planning and analysis; planning and delivery of housing activities and programs; maintenance and preservation; financial analysis; tracking and forecasting of housing programs and initiatives.

Also contain information relating to the administration of residential rent regulation legislation, the operations of the rent registry, the control of demolitions and conversions and associated policy education programs.

Administration - Program and Operational Procedures for Social Housing

Administration - Regional and Local

Administration - Rental Housing Protection Act Agreements

Applications under the Residential Rent Regulation Act, 1986

Circular Letters, Directives, Newsletters

Computer-Generated Reports

Education and Training

Financial and Technical

Forms Register

Housing Development and Administration

Housing Project Administration (Add-a-Unit Granny

Flats, Home Planning Advisory Services, Home

Sharing, Municipal Building Profile Program,

Neighbours, Property Management Support Programs,

Seniors' Retirement Community)

Housing Reports and Statistics

Housing Research Projects and Statistics

Mailing Lists

Minutes

Operational and Technical Standards

Program Outlines

Residential Rental Unit Information (Rent Registry)

Manuals

Issued to assist managers and staff in administering housing supply initiatives and residential rent regulation legislation. Also issued to organizations or individuals to provide guidelines on the administration and operational policy of housing programs.

Administration

Education

Rent Review Operating Guide

Non-Profit Manuals

-Federal/Provincial Non-Profit Administration

-Index-Linked Mortgage Program

-Municipal Non-profit Development

-Municipal Non-Profit Administration

-Non-Profit Development

-Ontario Community Housing Assistance Program

Housing Authority Manuals

-Applicant/Tenant Administration

-Housing Authority Administration

-Occupational Health and Safety Administration

-Planned Maintenance

-Rent Supplement

Technical Support Services Manuals/Publications

-Appraisal Guidelines

-Building Conservation Management System, Inspection

-Conservation Specifications (vols. 1, 2 and 3)

-Fire Log Book and Safety Plan

-Technical Guide for Family Housing

-Technical Guide for Senior Citizen Housing

Technical Guide for Special Projects with Care Facilities

Personal Information Banks

Contain information on applicants for the Social Housing Programs and information required to administer and determine eligibility for programs offered by the ministry. Also contain information concerning Ontario's Rent Registry and rent review applications under the Residential Rent Regulation Act, 1986. For rent review applications prior to December 31, 1986, and on

Ministry of Housing (HOUSING)

personal information banks for the Residential Tenancy Commission, see Residential Tenancy Commission listed under Affiliated Agencies.

Add-a-Unit Pilot Program - Applicants

Location: Housing Conservation Unit. Legal Authority: Ministry of Municipal Affairs and Housing Act, R.S.O. 1990, c.M.30. Information Maintained: Name, address assessment of eligibility, financial information and applicant contract. Uses: Evaluate eligibility; administer the program; evaluate program for research purposes. Users: Housing Supply Policy Branch administrative staff. Individuals in Bank: Applicants. Retention and Disposal: Fifteen years, then destroyed.

Applications for Exemption from the Rental Housing Protection Act

Location: Rental Housing Protection Program. Legal Authority: Rental Housing Protection Act, R.S.O. 1990, c.R.24. Information Maintained: Name, address, submissions supporting application of eligibility, recommendation for disposition. Uses: Determine eligibility of property for exemption; administer the act. Users: Rental Housing Protection Program staff. Individuals in Bank: Applicants. Retention and Disposal: Not determined.

Applications for Rent Review

Location: Twenty local Rent Review Services Offices. Legal Authority: Residential Rent Regulations Act, R.S.O. 1990, c.R.29; Information Maintained: Applications by landlords and tenants for rent review, lists of tenants' names, rents charged and proposed on landlord's application for whole building review, financial and other documentation and submissions in support of applications, documentation from other sources as part of assessment process on application, notes of oral submissions made by parties on the applications, orders made as a result of the application. Uses: Determine entitlement to order sought on application. Users: Local and main office staff, parties to applications, names and addresses of parties only to staff of the Residential Rental Standards Board. Individuals in Bank: Landlords, tenants, agents. Retention and Disposal: Eight years, then transferred to archives.

Complaints Respecting Violations of the Rental Housing Protection Act

Location: Rental Housing Protection Program. Legal Authority: Rental Housing Protection Act, R.S.O. 1990, c.R.24; Information Maintained: Name, address, telephone number, complaint documentation. Uses:

Determine whether or not to request investigation. Users: Rental Housing Protection Program staff. Individuals in Bank: Complainants, property owners, tenants, witnesses. Retention and Disposal: Not determined.

Personal Information Banks

Convert-to-Rent Program - Applicants

Location: Regional Housing Program Offices (RHPO). Legal Authority: Housing Development Act, R.S.O. 1990, c.H.18; Ministry of Municipal Affairs and Housing Act, R.S.O. 1990, c.M.30; Ontario Housing Corporation Act, R.S.O. 1990, c.O.21. Information Maintained: Name, address and financial information, staff assessments, site meeting reports and construction reports. Uses: Determine eligibility for interest-free construction loans. Users: Program staff and ministry auditors. Individuals in Bank: Applicants. Retention and Disposal: Seven years, then destroyed.

Federal-Provincial Non-Profit Housing Program

Location: Regional Housing Program Offices (RHPO). Legal Authority: Housing Development Act, R.S.O. 1990, c.H.18; Ministry of Municipal Affairs and Housing Act, R.S.O. 1990, c.M.30; Ontario Housing Corporation Act, R.S.O. 1990, c.O.21. Information Maintained: Name, address, financial information, staff assessments. Uses: Determine eligibility for financial assistance. Users: Canada Mortgage and Housing Corporation, RHPO staff, ministry auditors. Individuals in Bank: Applicants (non-profit groups). Retention and Disposal: Seven years, then destroyed.

Federal-Provincial Rural Housing Program (Ownership)

Location: Regional Housing Program Offices (RHPO). Legal Authority: Housing Development Act, R.S.O. 1990, c.H.18; Ministry of Municipal Affairs and Housing Act, R.S.O. 1990, c.M.30; Ontario Housing Corporation Act, R.S.O. 1990, c.O.21. Information Maintained: Name, address, financial information, staff assessments. Uses: Determine eligibility for funding. Users: RHPO staff, ministry auditors. Individuals in Bank: Applicants (homeowners). Retention and Disposal: Seven years, then destroyed.

Federal-Provincial Senior Citizen Rural Housing Program

Location: Regional Housing Program Offices (RHPO). Legal Authority: Housing Development Act, R.S.O. 1990, c.H.18, Ministry of Municipal Affairs and Housing Act, R.S.O. 1990, c.M.30; Ontario Housing Corporation Act, R.S.O. 1990, c.O.21. Information Maintained: Name, reports to Ontario Housing

Corporation Board, Canada Mortgage and Housing Corporation-signed Designation Agreements, certificates of final costs, construction starts, completion dates. Uses: Determine eligibility for funding. Users: RHPO staff, ministry auditors. Individuals in Bank: Applicants. Retention and Disposal: Seven years, then destroyed.

Low-Rise Rehabilitation Program

Location: Regional Housing Program Offices (RHPO). Legal Authority: Housing Development Act, R.S.O. 1990, c.H.18; Ministry of Municipal Affairs and Housing Act, R.S.O. 1990, c.M.30; Ontario Housing Corporation Act, R.S.O. 1990, c.O.21. Information Maintained: Name, address, staff assessments. Uses: Determine eligibility for funding. Users: RHPO staff, ministry auditors. Individuals in Bank: Applicants (homeowners). Retention and Disposal: Seven years, then destroyed.

Ontario Home Renewal Program (OHRP)

Location: Regional Housing Program Offices (RHPO). Legal Authority: Housing Development Act, R.S.O. 1990, c.H.18; Ministry of Municipal Affairs and Housing Act, R.S.O. 1990, c.M.30; Ontario Housing Corporation Act; R.S.O. 1990, c.O.21. Information Maintained: Name, municipality details, staff assessments. Uses: Determine eligibility for funding. Users: RHPO staff, ministry auditors. Individuals in Bank: Applicants (homeowners) or municipalities. Retention and Disposal: Seven years, then destroyed.

Ontario Home Renewal Program for Disabled Persons (OHRP-D)

Location: Regional Housing Program Offices (RHPO). Legal Authority: Housing Development Act, R.S.O. 1990, c.H.18; Ministry of Municipal Affairs and Housing Act, R.S.O. 1990, c.M.30; Ontario Housing Corporation Act, R.S.O. 1990, c.O.21. Information Maintained: Name, address, staff assessments, financial data. Uses: Determine eligibility for funding. Users: RHPO staff, ministry auditors. Individuals in Bank: Applicants (homeowners). Retention and Disposal: Seven years, then destroyed.

Portable Living Units for Seniors (PLUS) or "Granny Flats" Demonstration Project

Location: Housing Conservation Unit. Legal Authority: Ministry of Municipal Affairs and Housing Act, R.S.O. 1990, c.M.30; Ontario Housing Corporation Act, R.S.O. 1990, c. 0.21. Information Maintained: Name, address, lot information, health and marital status, rent paid for

unit. Uses: Administer the demonstration project; formulate, implement, and evaluate program and policies. Users: Housing Supply Policy Branch administrative staff, project specialists, legal staff and corporate accounting staff. Individuals in Bank: Project participants, PLUS occupants and host families. Retention and Disposal: Seven years, then destroyed.

Provincial Non-Profit Housing Program - P3000, P3600 and Homes Now

Location: Regional Housing Program Offices (RHPO). Legal Authority: Housing Development Act, R.S.O. 1990, c.H.18; Ministry of Municipal Affairs and Housing Act, S.O. 1990, c.M.30; Ontario Housing Corporation Act, R.S.O. 1990, c.O.21. Information Maintained: Name, address, financial information, staff assessments. Uses: Determine eligibility for financial assistance. Users: Canada Mortgage and Housing Corporation, RHPO staff, ministry auditors. Individuals in Bank: Applicants (non-profit groups). Retention and Disposal: Seven years, then destroyed.

Rent Registry

Location: Ontario Rent Registry and 20 local Rent Review Services Offices. Legal Authority: Residential Rent Regulation Act, R.S.O. 1990, c.R.29. Information Maintained: Rents, related details for residential rental units in Ontario. Uses: Provide rent information for residential units; enforce legislation; determine applications under the act; prepare ministry mailing lists; compile statistical studies of rents and the rental housing market. Users: Rent Registry and Rent Review Services Branch staff. Individuals in Bank: Landlords, tenants, agents. Retention and Disposal: Not determined.

Rent Supplement Program

Location: Regional Housing Program Offices (RHPO). Legal Authority: Housing Development Act, R.S.O. 1990, c.H.18; Ministry of Municipal Affairs and Housing Act, R.S.O. 1990, c.M.30; Ontario Housing Corporation Act, R.S.O. 1990, c.O.21. Information Maintained: Name, address of landlord, agreement, authorization to lease. Uses: Determine suitability of units offered by landlords. Users: RHPO staff, ministry auditors. Individuals in Bank: Landlord/applicant. Retention and Disposal: Seven years, then destroyed.

Building Services Program

This division is responsible for the Building Services Program. This program, which is administered by the Ontario Buildings Branch, is designed to maintain and

improve public safety in buildings, to increase the efficiency and effectiveness of the regulatory system and to strengthen the building industry and improve its productivity in Ontario. This is accomplished through effective regulation, facilitating the building process and encouraging and supporting the development and use of innovative building practices and materials. The branch is responsible for the administration of the Building Code and the Plumbing Code, for regulatory reform and for education, training and advisory services for the industry and municipalities.

General Classes or Types of Records

Contain information on the administration of the Building Code, the Plumbing Code, the Building Code Commission and the Building Materials Evaluation Commission.

Administration of Building Code
Administration of Building Code Commission
Administration of Building Materials Evaluation Commission
Administration of Plumbing Code
Building Industry Correspondence
Demonstration and Pilot Projects
Education and Training re Building Code and Its Administration
Regulatory Research, Analysis and Statistics

Manuals

Contain information relating to the Building Code.

Administration
Building Action Newsletter
Building Code
Building Code on Compact Disc (CD-CODE)
Code and Construction Guide for Housing
Guide to Farm Buildings
Guide to the Building Code
Plumbing Code
Training and Education

Personal Information Banks

None

Housing Planning and Policy Division

The Housing Planning and Policy Division develops recommendations, strategic plans and programs to facilitate the supply of affordable housing in Ontario (including new construction, rehabilitation and the more efficient use of existing housing stock). It defines the process for the regulation of residential rents in Ontario.

Other objectives are to actively promote affordable housing opportunities through advocacy, influence the use of government lands for affordable housing, modify the land use planning and approvals environment to support the production of affordable housing, and negotiate and strengthen partnerships and coalitions with all sectors to support the production of affordable housing.

General Classes or Types of Records

Contain information relating to policy development and affordable housing developments, as well as information required to administer and determine eligibility for housing initiatives and demonstration projects.

Administration re Advocacy and Sector Support Grants Program (e.g., Partners in Housing Program)
Corporate Planning (Strategic planning, research, analysis)
Government Land Holdings
Housing Research Projects and Statistics
Interventions

Manuals

Housing Advocacy Guide

Personal Information Banks

None

Seaton Interim Planning Team

The Seaton Interim Planning Team was formed in early 1990 to lay the groundwork for the North Pickering Development Corporation. In carrying out its mandate, the team has undertaken planning studies and consulted the public on alternative strategies for these provincial land holdings northeast of Metropolitan Toronto, in the Regional Municipality of Durham.

General Classes or Types of Records

Contain information relating to the research and planning of the Seaton Lands, and the organization of the North Pickering Development Corporation.

Environmental Planning
Interministerial Steering Committee
Municipalities and Ministries
New Community Development
North Pickering Development Corporation
Research
Seaton Community

Personal Information Banks

None

Affiliated Agencies

Building Code Commission

The Building Code Commission resolves disputes regarding the interpretation of the technical requirements of the Building Code.

Building Materials Evaluation Commission

The Building Materials Evaluation Commission examines, researches, and authorizes materials, techniques and building design where no criteria are set out in the code.

General Classes or Types of Records

Contain information on commission hearings, authorizations for the use of innovative materials and techniques, and research documentation (e.g., test data and specifications) relating to the above.

Applications to the Building Code Commission

Applications to the Building Materials Evaluation Commission

Research Material - Techniques and Building Design

Personal Information Banks

None

Ontario Housing Corporation (and Local Housing Authorities)

The Ontario Housing Corporation provides and manages assisted rental housing units occupied by qualified residents. The local housing authorities, located throughout the province, are directly responsible for administering rent-geared-to-income units in numerous municipalities. Additional rent-geared-to-income units are made available to the Ontario Housing Corporation by the private sector through the Rent Supplement Program. The Ontario Housing Corporation also subsidizes the operation of senior citizen rent-geared-to-income units owned by the Metropolitan Toronto Housing Company Limited.

General Classes or Types of Records

Contain information on the administration and management of the social housing portfolio and Rent Supplement Program.

Administration

Local Housing Authority and Corporate Budgets

Local Housing Authority Applicants/Tenants and Administration

Manuals

Issued to managers and local housing authorities to provide administrative assistance.

Applicant/Tenant Administration

Housing Authority Administration

Planned Maintenance

Safety Administration

Personal Information Banks

Contain information relating to tenant applications and eligibility for assisted housing. In addition, contain information relating to the retention and appraisal of consultants hired by the corporation.

The local housing authorities use the common personal information banks as described in Chapter II of this directory. However, some exceptions may apply. The legal authority is the Housing Development Act. Each local housing authority uses its own attendance recording system instead of the Central Attendance Recording System (CARS); and instead of using the Integrated Payroll, Personnel and Employee Benefits System (IPPEBS), the local housing authorities have the Housing Integrated Payroll and Personnel Benefits System (HIPPS).

Consultants Hired by Ontario Housing Corporation - Records

Location: Regional Housing Programs Office. Legal Authority: Ontario Housing Corporation Act, R.S.O. 1990, c.O.21. Information Maintained: Name, address, business details of professional consultants, contract terms and conditions. Uses: Record retention of consultants; record payments made; assist in performance appraisal. Users: Ministry financial, administrative and technical staff. Individuals in Bank: Consultants. Retention and Disposal: Seven years, then destroyed.

Housing Authority Tenants and Applicants

Location: Finance Branch. Legal Authority: Housing Development Act, R.S.O. 1990, c.H.18, ; Ontario Housing Corporation Act, R.S.O. 1990, c.O.21. Information Maintained: Tenant's/applicant's name, Social Insurance Number, date of birth, family composition, household income. Uses: Determine

eligibility of and priority of need among applicants; determine rent calculation. Users: Housing Authority staff, ministry finance and field operations staff. Individuals in Bank: Tenants and applicants. Retention and Disposal: Seven years, then destroyed.

Rent Review Hearings Board

The Rent Review Hearings Board is a quasi-judicial body reporting to the Minister. The board hears appeals from landlords or tenants who are dissatisfied with decisions resulting from the administrative review process.

General Classes or Types of Records

Contain information relating to the administration of the board and hearing files for appeals of a Minister's order by a landlord or a tenant.

Appeal Process

Policy and Procedure Development

Personal Information Banks

Contain information on appeals of rent review decisions and on expenses incurred by members of the Rent Review Hearings Board.

Appeals From Decisions Made by Rent Review Services

Location: Rent Review Hearings Board. Legal Authority: Residential Rent Regulation Act, R.S.O. 1990, c.R.29. Information Maintained: Landlord's/tenant's name, appeals from decisions made on applications, appeals from decisions made subsequent to a Minister's motion, appeals from Residential Rental Standards Board orders, names and addresses of past and present landlords and tenants, supporting financial information. Uses: Determine lawful rent that may be charged: maximum rent, rent rebates, suspension/forfeiture of rents and matters related to rent review. Users: Board members, staff, parties to appeals. Individuals in Bank: Landlords and tenants affected by or appealing rent review orders or Residential Rental Standards Board orders. Retention and Disposal: Eight years, then transferred to archives.

Residential Rental Standards Board

The board makes recommendations on the appropriate maintenance and occupancy standards for residential rental properties and on procedures for the administration and enforcement of standards. In cases where non-compliance with standards affects life, health or safety, the board will report to the Minister and this may result in a rent penalty.

General Classes or Types of Records

Contain information relating to research and analysis required to establish long-term procedures to maintain residential rental properties at or above a minimum level of adequacy. Also contain information relating to cases in which non-compliance with standards affects the life, health or safety of occupants.

Personal Information Banks

Contain information submitted respecting maintenance complaints and proposed orders for repair of rental housing. Also contain information relating to the retention and appraisal of consultants hired by the board.

Consultants Hired by the Residential Rental Standards Board - Records

Location: Residential Rental Standards Board. Legal Authority: Residential Rent Regulation Act, R.S.O. 1990, c.R.29. Information Maintained: Name, address, business details, contract terms and conditions. Uses: Record retention of consultants; record payments made; assist in performance appraisal. Users: Ministry financial, administrative and technical staff. Individuals in Bank: Property standards inspectors. Retention and Disposal: Not determined.

Submission From Landlords and Tenants Respecting Proposed Orders

Location: Residential Rental Standards Board. Legal Authority: Residential Rent Regulation Act, R.S.O. 1990, c.R.29. Information Maintained: Documents relating to the advisability of imposing a maintenance order on rental housing, name, address, financial information. Uses: Determine whether or not to order repair work. Users: Board members and staff. Individuals in Bank: Individuals corresponding with inspectors/board/staff. Retention and Disposal: Not determined.

Written Complaints From Tenants Respecting Maintenance

Location: Residential Rental Standards Board. Legal Authority: Residential Rent Regulation Act, R.S.O. 1990, c.R.29. Information Maintained: Name, address, telephone number, complaint documentation. Uses: Determine if property inspections are required. Users: Board members, staff, inspectors. Individuals in Bank: Tenants in residential rental units. Retention and Disposal: Not determined.

Residential Tenancy Commission

The Residential Tenancy Commission administers the Residential Tenancies Act, which has been repealed. However, the commission will continue to hear proceedings commenced under that act prior to December 31, 1986, as well as deal with appeals made to higher courts for decision and returned to the commission for further action as instructed by the courts.

General Classes or Types of Records

Contain information relating to the management of the commission, legislation, legal opinions, investigations and prosecutions, the application process, the appeal process, administration and technical services.

Appeal Process

Applications for Rent Review/Reduction/Rebate

Customer Relations

Financial

Legal

Mediation

Manuals

Issued to commissioners to assist in interpreting the Residential Tenancies Act and related information, and to provide procedures for processing applications and public relations.

Application Processing

Residential Tenancy Commission Guidelines

Personal Information Banks

Contain information relating to the administration of the commission, correspondence, legal evidence, investigation files and appeals documentation.

Landlords' Applications for Rent Review

Location: Local offices of Rent Review Services. Legal

Authority: Residential Rent Regulation Act, R.S.O.

1990, c.R.29. Information Maintained: Landlords' applications for rent review (rent increases), supporting financial information, names and addresses. Uses:

Determine lawful rent that may be charged. Users:

Commission members, staff, applicants, affected parties. Individuals in Bank: Applicants for rent increases.

Retention and Disposal: Eight years, then transferred to

archives.

Mediation and Appeal Files Regarding Applications for Rent Reductions and Rebates

Location: Local offices of Rent Review Services. Legal

Authority: Residential Rent Regulation Act, R.S.O.

1990, c.R.29. Information Maintained: Documents relating to tenant applications or appeals for rent reductions or rent rebates, names, addresses and financial information. Uses: Assist in mediation of applications for rent reductions or rebates. Users: Commission staff and the parties involved. Individuals in Bank: Applicants for rent reductions or rebates. Retention and Disposal: Eight years, then transferred to archives.

Residential Tenancy Commission Expense Claims

Location: Chief Administrative Officer's Office. Legal

Authority: Residential Rent Regulation Act, R.S.O.

1990, c.R.29. Information Maintained: Expenses

incurred by commissioners and staff while on commission business. Uses: Record and reimburse

commissioners and staff. Users: Administrative staff.

Individuals in Bank: Commission members and staff.

Retention and Disposal: One year, then destroyed.

Tenants' Applications for Rent Reductions or Rent Rebates

Location: Local offices of Rent Review Services. Legal

Authority: Residential Rent Regulation Act, R.S.O.

1990, c.R.29. Information Maintained: Applications for rent reductions or rent rebates, supporting financial data, names and addresses. Uses: Determine the lawful rent

that may be charged; determine whether or not tenant is entitled to a rent rebate or reduction. Users: Commission

members and staff, applicants, affected landlords.

Individuals in Bank: Applicants for rent reductions or rebates. Retention and Disposal: Eight years, then

transferred to archives.

HUMBER COLLEGE OF APPLIED ARTS AND TECHNOLOGY

Head

Chair, Board of Governors
Humber College of Applied Arts and Technology
205 Humber College Boulevard
Etobicoke, Ontario
M9W 5L7
Telephone: (416) 675-3111

Access

Freedom of Information and Privacy Coordinator
Humber College of Applied Arts and Technology
205 Humber College Boulevard
Etobicoke, Ontario
M9W 5L7
Telephone: (416) 675-3111, ext. 4334

A public reading room for the review of manuals and other information is open during regular office hours in the library at the North Campus, 205 Humber College Boulevard, Etobicoke.

Mandate

Humber College offers a wide range of diploma, certificate and continuing education programs to provide students with the skills needed in business, technology, health sciences, human services, applied arts, hospitality, tourism and other areas. The college specifically serves the communities of Etobicoke and York as well as meeting the diverse educational needs of other communities in Ontario.

Organization

Humber College is governed by a Board of Governors and is comprised of six major divisions: Board of Governors, Office of the President, Academic, Administrative, Business and Industry Services, and Educational and Faculty Services. The administrative offices are on the main campus located at 205 Humber College Boulevard in Etobicoke, with eight campuses at other locations in Etobicoke and York.

Divisions

Board of Governors

The Board of Governors sets policy and corporate objectives for the college and provides direction for the interpretation of objectives and policies.

General Classes or Types of Records

Contain information relating to the development of policy, the establishment of goals and objectives for the college, and the general direction of college operations.

Bylaws

Minutes of Board and Standing Committees

Policies

Personal Information Banks

None

Office of the President

Reporting to the Board of Governors, the President is responsible for overall policy development, strategic direction and administration of the college. The Academic, Administrative, Business and Industry Services, and Educational and Faculty Services Divisions report to the President.

General Classes or Types of Records

Contain information on the management of the college, the coordination of fundraising activities, the provision of information to the public on college affairs and the college's international training and development projects.

Personal Information Banks

The following common personal information bank as described in Chapter II of this directory is maintained.

Board of Governors Membership

Academic

This division provides full- and part-time diploma, certificate and continuing education programs. The following departments report to the Vice President, Academic: Technology, Health Sciences, Business, and Applied and Creative Arts.

General Classes or Types of Records

Contain operational records common to community colleges as described in Chapter II of this directory, relating to the development and delivery of academic programs and the administration of government-sponsored programs.

Personal Information Banks

The following common personal information bank as described in Chapter II of this directory is maintained.

Day Care Registrants

Administrative

This division is responsible for the effective management and delivery of support services for the administration of the college. The following departments report to the Vice President, Administration: Human Resources, Finance, Student Residence, Physical Resources, Registrar, Legal Services, and Ancillary Services.

General Classes or Types of Records

Contain operational records common to community colleges relating to the enrolment and registration of students, as well as general administration records, as described in Chapter II of this directory.

Manuals

Issued to all administrative staff to provide policies on finance, purchasing and human resources functions.

Humber College Administrative Policies and Procedures

Personal Information Banks

The following common personal information banks as described in Chapter II of this directory are maintained.

Employee Personnel, Payroll and Benefits Records

Graduate and Alumni Records

Job Competitions and Applications

Ombudsman/Human Rights Commission

Student Applications

Student Registration and Academic History

Teacher Workload Records

Workers' Compensation

Business and Industry Services

Business and Industry Services is responsible for providing training, consulting and skills development services to corporate clients in the private and public sectors and to organized labour on a fee-for-service basis. Custom training, program design and development services, as well as practical seminars are offered and are delivered on-site or at our client's facilities.

General Classes or Types of Records

Contain operational records common to community colleges as described in Chapter II of this directory, relating to the development and delivery of training services.

Personal Information Banks

None

Educational and Faculty Services

This division provides a variety of support services to faculty and students. The following departments report directly to the Vice President, Educational and Faculty Services: Counselling, Placement, Student Life, Learning Resource Centre, Human Studies and Professional Development. The division also administers government-sponsored employment and skills/academic upgrading programs such as Ontario Basic Skills and FUTURES.

General Classes or Types of Records

Contain operational records common to community colleges relating to the provision of student services (as listed above) as well as general administration records as described in Chapter II of this directory.

Personal Information Banks

The following common personal information banks as described in Chapter II of this directory are maintained.

Co-op, Work Term, Final Job Placements

FUTURES Program Applicants and Participants

Health and Medical Records

Library Users Lists

Ontario Student Assistance Program

Ontario Training Incentive Program Trainees

Ontario Basic Skills Program Trainees

Ontario Training Incentive Program Trainees

Scholarships and Awards

Student Athletics and Fitness Programs

Student Counselling

MINISTRY OF INDUSTRY, TRADE AND TECHNOLOGY

Head

Minister of Industry, Trade and Technology
8th Floor, Hearst Block
900 Bay Street
Toronto, Ontario
M7A 2E1
Telephone: (416) 325-6900

Access

Freedom of Information and Privacy Coordinator
Ministry of Industry, Trade and Technology
5th Floor, Hearst Block
900 Bay Street
Toronto, Ontario
M7A 2E1
Telephone: (416) 325-6512



A public reading room for the review of manuals and other information is open during regular office hours on the third floor of the Hearst Block, 900 Bay Street, Toronto.

Mandate

The mandate of the Ministry of Industry, Trade and Technology is to help Ontario become a more productive and internationally competitive economy for the well-being of the people of Ontario. The ministry does this by providing leadership in industrial, trade and technology policy development, advancing Ontario's interests with governments abroad, acting as an advocate for business within the Ontario government, promoting cooperation for economic development at all levels of government, and delivering a range of programs that stimulate opportunities for business and trade development. The ministry's programs provide advice and financial assistance to encourage small business formation, expand domestic and international trade markets for Ontario-based companies, attract foreign investors, support small- and large-scale industrial investments, support technological research and development and technological transfer to industry, and promote and coordinate Ontario's international interests and activities.

Organization

The ministry is organized along the lines of five divisions, two stand-alone corporate services branches, and a number of affiliated agencies. The general public

and the business sector are served through the ministry's main office in Toronto, as well as regional and international offices.

Divisions

Communications Branch

The branch communicates the ministry's mandate, programs and services to a wide range of domestic and international markets, including the people of Ontario in general, and the business community and investors in particular.

General Classes or Types of Records

Contain information required to provide promotional, editorial and general enquiry support for ministry programs and services. Also contain general administrative records as described in Chapter II of this directory.

Industrial Achievement Awards
Publicity Mailing Lists
Selected Media Electronic File

Personal Information Banks

None

Legal Services Branch

The branch provides general legal and counsel services to the ministry and its agencies.

General Classes or Types of Records

Contain administrative records common to legal services branches as described in Chapter II of this directory.

Personal Information Banks

None

Corporate Resources Division

The division provides leadership and coordination of the ministry's corporate administrative support services, including analysis and planning, finance, administration, human resources, information technology, library services, records management, and audit services. In addition, the division coordinates the Employment Equity Program, French Language Services and Freedom of Information and Protection of Privacy activities.

General Classes or Types of Records

Contain information on general administrative and financial matters, human resources policies and procedures, information and technology support systems and the ministry's financial and human resource plan as described in Chapter II of this directory.

Manuals

A detailed procedures manual is available to all staff.

Employee Handbook
Ministry Administration Manual
Records Management Manual

Personal Information Banks

Contain the following common personal information banks as described in Chapter II of this directory.

Career Planning/Training
Central Attendance Recording System (CARS)
Employment Application Inventory
Employment Equity Program
Freedom of Information and Protection of Privacy Act Requests
General Employment History and Payroll Information
Grievances and Applications
Identity/Employee Card
Integrated Payroll, Personnel and Employee Benefits System (IPPEBS)
Job Competitions
Medical Information (Personnel)
Parking Records
Performance Management
Travel/Expense Accounts
Workers' Compensation

Also contain information on ministry foreign service staff.

Foreign Service Officers

Location: International Offices Administration. Legal Authority: Ministry of Industry and Trade Act, R.S.O. 1990, c. M.27, s.3 and s.6. Information Maintained: Name, Ontario address, posting home address, position classification, salary, marital status, dependants and their living allowances/expenses, bank accounts, Social Insurance Number. Uses: Record the expenses of Foreign Service Officers and their dependants. Users: Finance and Administration Branch and Human Resources Branch staff. Individuals in Bank: Foreign service and administrative staff employed by the ministry and their dependants. Retention and Disposal: Five years after posting completed, then destroyed.

Industry and Technology Division

The division acts to stimulate industrial competitiveness and regional and economic growth, development and investment. It promotes competitive research and

technological development and innovation in Ontario. It works to increase the annual contribution of Ontario's small business community to the province's economy through improving the climate for small business and the ability of small business to prosper and grow. It provides advice and analysis on economic policy and strategic changes that will assist Ontario industry in the transition to a more competitive international marketplace.

General Classes or Types of Records

Contain information on foreign and domestic industrial investment, small business in Ontario, and research and technological development and innovation. Also contain general records as described in Chapter II of this directory.

Centres of Excellence Program (Technology Fund)
Eastern Ontario Community Economic Development Program
Economic Adjustment Analyses and Advice
Industrial Investment (Domestic and Foreign)
Industry Research Program (Technology Fund)
International Research Programs (Technology Fund)
Manufacturing Recovery Program
Ministry Client Companies
Municipal Profiles
Ontario Investment Fund Initiative
RADARSAT Program (Technology Fund)
Small Business Advocacy Policies and General Information
Small Business Seminars
Special Industrial Assistance Program
Technology Adjustment Research Program (Technology Fund)

Personal Information Banks

Contain information on Ontario entrepreneurs who are clients of Small Business Ontario in order to assist in the delivery of the Small Business Program.

Small Business Client-Registration System

Location: Business Start-up Services, Small Business Ontario. Legal Authority: Ministry of Industry and Trade Act, R.S.O. 1990, c. M.27, s.3 and s.6. Information Maintained: Name, business name, business and home address, sex, age group, business type and status, number of employees, investment, business registration, sales/cost saving. Uses: Provide a database of statistical information on entrepreneurs in order to study small business development trends in Ontario. Users: Branch consultants. Individuals in Bank: Entrepreneurs who are

clients of the branch. Retention and Disposal: Hard copy - 14 months, then destroyed; annual master tape back-up - five years; select files transferred to archives.

Student Venture Program Loans

Location: Youth Start-Up Capital, Small Business Ontario. Legal Authority: Ministry of Industry and Trade Act, R.S.O. 1990, c.M.27, s.3 and s.6. Information Maintained: Name, address, home telephone number, sex, date of birth, Social Insurance Number, citizenship status, education, business experience, gross annual income, personal finance and creditors, application, rating sheet, Interim Business Report, final Income Statement, correspondence, loan contract. Uses: Provide a database of participants registered in the Student Venture Program; ensure that participants receive only one loan within the fiscal year. Users: Section staff. Individuals in Bank: All applicants who are Ontario residents aged 15 or over, eligible to work in Ontario, and returning full-time students. Retention and Disposal: Approved loans - six years after approval; select files transferred to archives. Applications not approved - three years after decision; select files transferred to archives.

Technical Personnel Program

Location: Technical Personnel Program, Small Business Ontario. Legal Authority: Ministry of Industry and Trade Act, R.S.O. 1990, c.M.27, s.3 and s.6. Information Maintained: Name, address, telephone number, Social Insurance Number, salary, citizenship status, academic and work history. May contain an employee performance report. Uses: Evaluate person's suitability for the position being proposed for funding under the program. Users: Ministry regional consultants, Technical Personnel Program manager, consultants and support staff, members of the TPP Review Board. Individuals in Bank: Individuals being considered for employment by the TP Program, applicants for positions funded by the TP Program. Retention and Disposal: Indefinite.

Youth Venture Program Loans

Location: Youth Start-Up Capital, Small Business Ontario. Legal Authority: Ministry of Industry and Trade Act, R.S.O. 1990, c.M.27, s.3 and s.6. Information Maintained: Name, address, telephone number, sex, date of birth, Social Insurance Number, province of residence, education, business experience, personal finance and creditors, application, rating sheet, Business Review, correspondence, loan contract, income statements. Uses: Provide a database of participants registered in the Youth Venture Program; ensure that participants receive only one loan within the fiscal year.

Users: Section staff. Individuals in Bank: All applicants who are Ontario residents aged 18 to 29 years old, not going to school full-time and who are eligible to work in Ontario. Retention and Disposal: Approved loans - six years after approval; select files transferred to archives. Applications not approved - three years after decision; select files transferred to archives.

Policy and Development Division

The division is responsible for the development and recommendation of policies to improve and enhance the competitiveness of Ontario industry. It analyzes issues and develops and recommends policies on matters related to industrial and sectoral issues, regional and community economic development, international and interprovincial trade, and science and technology.

General Classes or Types of Records

Contain information related to policy development, planning and management of the ministry's business. Also contain general administration records as described in Chapter II of this directory.

Industrial Investment (domestic and foreign)
Policies and Projects (industrial, technology, ministerial, science, trade, sectoral, economic development)
Policy Issues and Background Information
Strategic Planning Projects
Trade Research and Statistics

Personal Information Banks

None

Trade and International Relations Division

The division serves to promote Ontario as the preferred location for new investment that will create employment or, in other ways, strengthen the economy of the province. It acts to assist individual Ontario companies to remain competitive and to enter and compete successfully in international markets. It provides information and advice to the government of Ontario on international events and trends that may have an impact on the province's interests.

General Classes or Types of Records

Contain information on export marketing and trade with foreign countries, general policy and background material on international relations, business immigrants, international planning and protocol. Also contain general administration records as described in Chapter II of this directory.

Business Immigrants Program
Investment Canada Clients
Ministry Client Companies
Protocol Information
Trade Expansion Fund
Trade Fairs and Exhibitions
Trade Missions
Visits of Foreign Dignitaries

Personal Information Banks

Contain information on individuals who have requested information or assistance from the Business Immigrants Program.

Business Immigrants

Location: Business Immigrants Section. **Legal Authority:** Ministry of Industry and Trade Act, R.S.O. 1990, c. M.27, s.3 and s.6. **Information Maintained:** Name, address, country of residence, age, language, qualifications, family data, business experience, income, personal finances, last overseas address, date of landing in Canada, place and name of establishment created in Ontario. **Uses:** Record immigrants who are seeking to come or who have come to Ontario and immigrants whose entry to join an Ontario company is being or has been facilitated; record general enquiries to the Business Immigrants Program. **Users:** Ministry consultants and administrative staff. **Individuals in Bank:** Clients of the Business Immigrants Section. **Retention and Disposal:** Fifteen months to eight years, then destroyed; select files transferred to archives.

Northern Industry Division

The Northern Industry Division supports the growth and competitive position of Northern Ontario's private sector. The division acts as an advocate for the private sector and delivers the programs and services of the ministry and other government agencies. Activities of the division focus on investment, trade, new technology, small business start-up and community economic development.

General Classes or Types of Records

Contain general administrative records as described in Chapter II of this directory.

Personal Information Banks

None

Affiliated Agencies

Innovation Ontario Corporation

Innovation Ontario Corporation's primary purpose is the development of early-stage, technology-oriented businesses to a stage where they can attract private sector investment sufficient to ensure growth and profitability. The corporation makes equity investments in technology-based companies.

General Classes or Types of Records

Contain information related to venture-capital investment in Ontario companies for the development, manufacturing and marketing of innovative products.

Technology Advancement Proposals and Investments

Personal Information Banks

None

Ontario Development Corporation

Eastern Ontario Development Corporation

Northern Ontario Development Corporation

The three development corporations encourage and assist in the development and diversification of industry in Ontario through the provision of loans, loan guarantees, advisory services and Industrial Parks services, which are not readily available from the private sector or other government agencies.

General Classes or Types of Records

Contain information on approval, disbursement and administration of loans to Ontario industry and tourism facilities as well as administration of the two industrial parks.

Client Insurance

Financial Advice and Services

Industrial Park Maintenance and Leases

Loan Cases (industry, small business, tourism and export support)

Manuals

Issued to agency staff.

Industrial Parks Procedures

Personal Information Banks

Contain information on successful applicants to the New Ventures Program.

New Ventures Loans - Borrowers Registration System

Location: Ontario Development Corporation. Legal

Authority: The Development Corporations Act, R.S.O. 1990, c.D.10, s.12 and s.13. Information Maintained:

Social Insurance Number, name, address, home telephone number, sex, date of birth, province of residence, citizenship status, education, business experience, most recent employer, gross annual income, personal finance and creditors. Uses: Provide a database of borrowers registered in the New Ventures Loan Program; ensure that borrowers receive one loan only.

Users: Section consultants, ministry legal staff.

Individuals in Bank: Successful applicants who are Ontario residents aged 18 or over and eligible to work in Canada. Retention and Disposal: Approved loans - 12 years after approval, then destroyed; select files transferred to archives. Applications not approved - two years after decision, then destroyed; select files transferred to archives.

General Classes or Types of Records

Contain general administrative records as described in Chapter II of this directory.

Personal Information Banks

None

Ontario International Corporation (OIC)

The OIC serves to encourage Ontario's private sector consulting firms, capital goods manufacturers, and public ministries and agencies to participate in international capital projects and international educational services markets and thereby assist in the increase of Ontario exports.

General Classes or Types of Records

Contain information on resources available for, and in the marketing of, Ontario consultants, teachers and systems as well as on the coordination of international capital-development projects.

Country Economic and Industrial Profiles

International Capital Projects and Proposals

International Projects Fund

OIC Client Companies

Ontario Education Resources and Expertise Profiles

Personal Information Banks

None

Ontario Aerospace Corporation

The Ontario Aerospace Corporation manages Ontario's investment in de Havilland in accordance with the various agreements between Ontario, Bombardier and the federal government.

MINISTRY OF INTERGOVERNMENTAL AFFAIRS (MIA)

Head

Minister of Intergovernmental Affairs
6th Floor, Mowat Block
900 Bay Street
Toronto, Ontario
M7A 1C2
Telephone: (416) 325-4785

Access

Freedom of Information and Privacy Coordinator
Finance and Administrative Services Branch
Ministry of Intergovernmental Affairs
6th Floor, Mowat Block
900 Bay Street
Toronto, Ontario
M7A 1C2
Telephone: (416) 325-4766



A public reading room for the review of manuals and other information is open during regular office hours on the sixth floor of the Mowat Block, 900 Bay Street, Toronto.

Mandate

The Ministry of Intergovernmental Affairs identifies and advances Ontario's interests and relations with the Government of Canada, the governments of the other provinces and territories and provides the Government of Ontario with leadership and expertise on constitutional matters. In doing this, the ministry provides advice to the government on the conduct of Ontario's relations with other governments and on major inter-governmental issues, provides the government with a wide range of information on intergovernmental events and activities in Canada, provides a number of services to other ministries including assisting them in the conduct of their relations with other governments.

Organization

The ministry consists of three units: Constitutional Affairs and Federal-Provincial Relations, Communications and Finance, and Administration Services. The Ministry of Treasury and Economics

provides administrative services including personnel, accounting and purchasing services.

Divisions

Constitutional Affairs and Federal-Provincial Relations

The Office of Constitutional Affairs and Federal-Provincial Relations provides advice in the development of Ontario's policies and procedures covering all aspects of its general relations with the federal government and other provinces, as well as on specific issues and activities with a significant constitutional, federal-provincial and interprovincial component; advises the Government of Ontario on its future constitutional positions, and assists the government in its preparations for constitutional negotiations as per direction by Cabinet. In addition, the Office coordinates Ontario's participation in major federal-provincial and interprovincial meetings and conferences such as First Ministers' Conferences and the annual Premier's Conference; assists ministries in their interprovincial relations; and manages the Ontario-Quebec Commission for Cooperation (OQCC) and the ministry's offices in Ottawa and Quebec City. The ministry's offices in Ottawa and Quebec City are an integral part of the governments activities in federal-provincial and constitutional matters. Under the direction of respective Assistant Deputy Ministers, senior staff are able to carry out a more immediate, direct and personal exchange of information with government officials in these two key areas. In addition, the Ottawa office acts as a host office for Ontario government Ministers and officials in Ottawa for federal-provincial meetings.

General Classes or Types of Records

Contain general policy and background material on federal-provincial and interprovincial matters, forums and Ontario's offices in Ottawa and Quebec City.

Background Papers
Current Issue Items
Federal-Provincial Agreements
First Ministers' and Premiers' Conferences
General Policy Material
Interprovincial Agreements
Ontario-Quebec Commission for Cooperation
Ottawa and Quebec Offices - Records
Policy Advice

Personal Information Banks

None

Communications Branch

The Communications Branch provides information services for the ministry and its client groups. It also prepares communications plans and strategies and

provides communications support to the Minister, Deputy Minister, senior managers and policy area. Other responsibilities include liaising with the media; answering public inquiries, coordinating the advertising activities of the ministry; producing and distributing news releases, speeches, publications and statements; monitoring events in other provinces; and ensuring that Ontario's position on issues of mutual concern reaches other governments in Canada.

Systems (IPPEBS)
Job Competitions
Parking Records
Performance Management
Travel/Expense Accounts
Workers' Compensation

General Classes or Types of Records

Contain general administration records as described in Chapter II of this directory. Also contain information on the federal and provincial governments.

Biographies and Cabinet Lists

Personal Information Banks

None

Finance and Administration Services Branch

The Finance and Administration Services Branch coordinates the planning and allocation of ministry resources; prepares the ministry's estimates; monitors and reports on expenditures, human resources policies and information technology. The branch is responsible for providing guidance on the impact and implementation of government-wide management policies and programs such as Employment Equity.

General Classes or Types of Records

Contain general administration records as described in Chapter II of this directory.

Personal Information Banks

The following common personal information bank as described in the introduction to this directory is maintained.

Employment Equity Program

The following common personal information banks as described in Chapter II of this directory are maintained by the Ministry of Treasury and Economics on behalf of the Ministry of Intergovernmental Affairs.

Central Attendance Recording System (CARS)
Employment Application Inventory
General Employment History and Payroll Information
Grievances and Applications
Identity/Employee Card
Integrated Payroll, Personnel and Employee Benefits

LA CITÉ COLLÉGIALE, COLLÈGE D'ARTS APPLIQUÉS ET DE TECHNOLOGIE

Head

Chair, Board of Governors
La Cité collégiale, Collège d'arts appliqués et de technologie
2465 St. Laurent Blvd.
Ottawa, Ontario
K1G 5H8
Telephone: (613) 786-2000

Access

Directeur, Ressources humaines (Director, Human Resources)
Accès à l'information et protection de la vie privée
(Freedom of Information and Privacy)
La Cité collégiale, Collège d'arts appliqués et de technologie
2465 St. Laurent Blvd.
Ottawa, Ontario
K1G 5H8
Telephone: (613) 786-2000

A public reading room for the review of manuals and other information is open during regular office hours in Room 311-M, Building A, 2465 St. Laurent Blvd., Ottawa.

Mandate

La Cité collégiale is the first French-language college of applied arts and technology in Ontario and the twenty-third community college in the province. This new institution was established to meet the community college needs of approximately 300,000 francophones in eastern Ontario. Its area includes the Regional Municipality of Ottawa-Carleton and the counties of Prescott, Russell, Lanark, Renfrew, Stormont, Glengarry, Dundas, Grenville, Leeds and Frontenac. From its campuses in the three locations of Cornwall, Hawkesbury and Ottawa, La Cité collégiale offers more than 80 postsecondary programs leading to a diploma or certificate. In addition, the college offers a range of programs and services in the areas of continuing education, vocational training and customized training.

Organization

The Cité collégiale is administered by a President and is divided into four broad sectors: Accès et développement (Access and Development); Administration et finances (Finance and Administration); Enseignement (Academic);

and Ressources humaines (Human Resources). La Cité collégiale has a total of four campuses located in Cornwall, Hawkesbury and Ottawa.

Division

Board of Governors

The Board of Governors comprises 17 members representing the entire area served by the college. The Board has a broad array of responsibilities. It establishes the educational policies, objectives and goals of the college. In addition, it evaluates the activities of the college and ensures that it is efficiently operated.

The Board of Governors has five standing committees. It also has the support of various advisory committees which are responsible for ensuring that the courses and programs offered at La Cité collégiale remain relevant.

General Classes or Types of Records

The records contain information relating to the development of policies, the establishment of goals and objectives for the college, and the general direction of college activities.

Administrative Regulations

Minutes of meetings of the Board of Governors and Policies

Personal Information Banks

None

President's Office

Appointed by and accountable to the Board of Governors, the President manages the college's academic and administrative affairs and directs its strategic planning. The Presidents Office also provides administrative services to the Board of Governors.

General Classes or Types of Records

Certain operational records related to the administration of the college, human resources management and student services, as described in Chapter II of this directory.

Manuals

Manuals are issued to the college personnel containing the policies and procedures that govern college activities.

Regulations and Procedures

Ressources humaines (Human Resources)

Human Resources provides a number of services including the welcoming and orientation of personnel, staffing, classification, labour relations, administering social benefits, identifying professional development needs, career planning, pay equity, employment equity and all other aspects of human resource management at

the college. The Human Resources Division also deals with requests submitted under the Freedom of Information and Protection of Privacy Act.

Human Resources maintains the following common personal information banks, as described in Chapter II of this directory.

Job Competitions and Applications
Medical Information
Personnel Records, Employee Payroll and Benefits Records
Teacher Workload Records (standard workload form)
Vocational Testing and Counselling
Workers' Compensation

Human Resources also maintains the following personal information bank.

Staff Professional Development

Location: Human Resources. Legal Authority: Ministry of Colleges and Universities Act. R.S.O. 1990, c.M.19. Information Maintained: Name, address, telephone number, evaluation, courses taken, results of tests. Uses: Administer and monitor courses. Users: Course instructors. Individuals in Bank: College personnel. Retention and Disposal: Not determined.

Administration et finances (Administration and Finance)

The Vice President, Administration et finances (Administration and Finance) is responsible for all matters relating to the overall financial administration of the college, such as physical and financial resources, supplies, internal auditing, additional undertakings and other support activities. The Vice President is also responsible for the Admissions and Registrar's offices, the Communications Department, the Computer Services Department and all activities related to student life.

General Classes or Types of Records

Administration and Finance keeps general administrative records, as described in Chapter II of this directory, as well as the following general records:

Minutes of the Executive Committee Meetings of the Various Divisions.

Administration and Finance also keeps operational records common to community colleges related to the development and delivery of academic programs. These records are described in Chapter II of this directory. Included as well are the following general records.

Conditions of Admission
Course Quotas
Ontario Student Assistance Program
Rooms, Course Timetables
Student Records (admission, marks, exemptions, certificates, diplomas, etc.)

Personal Information Banks

Administration and Finance keeps the following common personal information banks, as described in Chapter II of this directory.

Student Registration and Academic History

Enseignement (Academic)

The Vice-President, Academic is responsible for the postsecondary education activities on the three Cité collégiale campuses in Cornwall, Hawkesbury and Ottawa. These activities are divided into nine program families in areas such as communications and the media, administrative and business studies, vocational training, housing and development, the hotel trade, tourism, the restaurants and leisure activities, mechanics, electronics and computers, health sciences, social sciences and legal services.

The Academic sector is responsible for developing and delivering full-time academic programs and for maintaining contact with the various establishments where the College's students can gain practical experience or on-the-job training such as hospitals, daycare centres, correctional facilities and public and private businesses. This sector is also responsible for the delivery of non-traditional education.

The Vice-President Academic oversees as well the entire sector responsible for providing academic support services. Among these services are Distance Education, Counselling, Special Needs, Placement, Cooperative Instruction, Practicums, program development and the pedagogical evaluation and development of the academic staff.

The Information Centre and the Language Training Centre also fall under the Vice-President Academic.

General Classes or Types of Records

Class Lists
Location of Practicums
Minutes of the Executive Committee Meetings for Each Division
Minutes of the President's Executive Committee Meetings
Teaching Plans

Personal Information Banks

The academic sector maintains the following common personal information bank, as described in Chapter II of this directory.

List of Library Users

Records of Students Who Called Upon the Counselling Service or Special Needs

Student Appeals (disciplinary, administrative, academic)

Student Placement After Their Studies

The Academic sector also maintains the following personal information banks:

Description of Services for Students with Special Needs

Location: Special Needs. Legal Authority: Ministry of Colleges and Universities Act. R.S.O. 1990, c.M.19.

Information Maintained: Name, address, date of birth, medical history, nature of disability, technical aids (devices required), records on diagnosis and treatment.

Uses: Evaluate the special needs of students; prepare statistical reports. Users: College personnel, educators of secondary school students with special needs. Individuals in Bank: Students with special needs—physical, sensory, medical, psychiatric, learning difficulties; developmental disorders. Retention and Disposal: Not determined.

Graduate Placement Questionnaires

Location: Placement. Legal Authority: Ministry of Colleges and Universities Act. R.S.O. 1990, c.M.19.

Information Maintained: Employment history following graduation. Uses: Compile statistics for evaluating the program; supply data for the College Data System in accordance with the requirements of the Ministry of Colleges and Universities. Users: Placement personnel, academic services, planning personnel. Individuals in Bank: Graduates of the college. Retention and Disposal: The records are kept for three years after the student graduates, then destroyed.

Tutoring Records

Location: Counselling. Legal Authority: Ministry of Colleges and Universities Act. R.S.O. 1990, c.M.19.

Information Maintained: Name, address and telephone number of tutors and students receiving tutoring, number of sessions, receipts for payment, payments made by the students or financial assistance, faculty recommendations regarding tutors, subjects in which tutoring is available.

Uses: Maintain financial records for the students' association as well as financial assistance reports; produce statistics. Users: Counsellors, financial assistance personnel and students' association personnel.

Individuals in the Bank: Tutors and students receiving tutoring. Retention and Disposal: The records are kept for two years, then destroyed.

Accès et développement (Access and Development)

The Access and Development sector provides support for the Academic sector in planning, negotiations, coordination and the administration of non-traditional educational activities.

Access and Development offers programs and services for adults who wish to receive specialized training, for people who are looking for work and for women who are preparing to re-enter the work force.

Access and Development also provides regional businesses with consulting, training and financing services in the area of vocational training.

Access and Development administers the Bureau de consultation en formation professionnelle (Vocational Training Counselling Office), the Bureau de formation professionnelle (Vocational Training Office), the Centre de développement professionnel (Professional Development Centre), the Club de recherche d'emploi (Job Search Club), Éducation Permanente (Continuing Education), special projects, apprenticeship programs, FUTURES programs and Retour au travail (Returning to Work).

General Classes or Types of Records

Access and Development keeps operational records common to community colleges related to the development and delivery of academic programs and the delivery of government-subsidized programs. These records are described in Chapter II of this directory. Access and Development also maintains the following general records.

Client Files

Contracts and Memoranda of Understanding
Continuing Education—Description of Programs, Mailing Lists

Employer Files

Mailing Lists for Vocational Training Courses
Minutes of Executive Committee Meetings
Community Information (sponsoring individuals or organizations)

MINISTRY OF LABOUR

Head

Minister of Labour
14th Floor, 400 University Avenue
Toronto, Ontario
M7A 1T7
Telephone: (416) 326-7600

Access

Freedom of Information and Privacy
Coordinator
Ministry of Labour
7th Floor, 400 University Avenue
Toronto, Ontario
M7A 1T7
Telephone: (416) 326-7786



A public reading room for the review of manuals and other information is open during regular office hours on the 10th floor at 400 University Avenue, Toronto.

In addition, public reading rooms are located at selected locations throughout the province. Refer to the Government of Ontario Telephone Directory for addresses of district offices.

The Workers' Compensation Appeals Tribunal maintains a public reading room on the 7th floor at 505 University Avenue, Toronto telephone: (416) 598-4638.

The Legal Counsel and Pay Equity Office maintains a public reading room on the 5th Floor at 150 Eglinton Avenue East, Toronto telephone: (416) 481-4464.

Access for the Ontario Labour Relations Board

Freedom of Information and Privacy Coordinator
Ontario Labour Relations Board
4th Floor, 400 University Avenue
Toronto, Ontario
M7A 1V4
Telephone: (416) 965-4151

The Ontario Labour Relations Board maintains a public reading room for the review of manuals and other information, open during regular office hours, in the Library at 400 University Avenue, Toronto. Requests should be directed to:

Mandate

The Ministry of Labour serves employees and employers by promoting sound industrial relations, safe and healthy working conditions and equality of treatment in employment. Its programs are concerned with the rights and responsibilities of the individual worker and the obligations of management and labour, and ensuring health and safety in the workplace. The ministry is assisted in its work by a range of specialized agencies, boards and commissions including the Workers' Compensation Appeals Tribunal, the Ontario Labour Relations Board, the Advisory Council on Occupational Health and Occupational Safety, the Pay Equity Commission and the Health and Safety Agency.

Organization

The ministry's head office is in Toronto. The ministry is organized into four divisions, 26 branches, including six programs that report directly to the Deputy Minister and 10 agencies, boards and commissions. Programs are administered and the public is served directly by head office and 18 district offices throughout the province.

Divisions

Deputy Minister's Office

Reporting to the Deputy Minister's Office is the Legal Branch, which provides legal services, to the ministry and conducts ministry prosecutions for the Crown. Also reporting to the Deputy Minister's Office is the Communications Branch. Other programs reporting to the Deputy Minister's Office are the Office of the Science Policy Adviser, which provides advice to the Deputy Minister on existing and emerging issues in occupational and environmental health and safety; the Office of the Coordinator of Language Services, which coordinates the implementation of the French Language Services Act within the ministry, ensuring effective delivery of French language services to the public; and the Office of the Director of Appeals, which hears appeals under section 32 of the Occupational Health and Safety Act.

General Classes or Types of Records

Contain information on regulations, prosecutions under the Occupational Health and Safety Act and the Employment Standards Act, civil litigation handled by Legal Services, litigation handled externally, and general administration and procedures. Also contain communications materials and news releases, information on activities of the Science Policy Advisor (e.g. reports and correspondence), French Languages Services

implementation plans and related information for all branches of the ministry and its agencies, boards and commissions.

Personal Information Banks

Contain information on investigations into the conduct or performance of ministry employees and on prosecutions under the Occupational Health and Safety Act and the Employment Standards Act.

Employee Investigations

Location: Legal Services. Legal Authority: Public Service Act, R.S.O. 1990, c.P.47. Information Maintained: Name, details of occurrence, disposition. Uses: Investigate personnel legal issues. Users: Lawyers assigned to ministry, senior ministry officials. Individuals in Bank: Ministry of Labour employees subject to investigation. Retention and Disposal: Two years, then destroyed; select files to archives.

Prosecutions

Location: Legal Services. Line branches maintain duplicate files. Legal Authority: Occupational Health and Safety Act R.S.O. 1990, c.O.1, s.66; Employment Standards Act, R.S.O. 1990, c.E.14 s.78 and s.79 Information Maintained: Name; age; address; employment history; medical information; witness' statement including name, address, telephone number; comments about employee performance. Uses: Evidence in prosecutions. Users: Prosecutor, legal service administrative staff, line branch staff. Individuals in Bank: Employees, employers and witnesses involved in prosecution. Retention and Disposal: Eleven years, then destroyed.

Finance and Administration Division

Provides administrative support (e.g., financial management and analysis, administrative operations, internal audit, human resources, information technology and systems, and ministry library and information services) to the ministry's operating branches. Reporting to the Executive Director, the Information and Privacy Office coordinates ministry compliance with the Freedom of Information and Protection of Privacy legislation. Responsibilities of the Office of Management Improvement include organizational design and coordination of Opportunities for Development and Sunset Review initiatives.

General Classes or Types of Records

Contain general administrative information including financial budget, support services, personnel policies and procedures, communications materials and news releases, data processing systems and ministry library holdings.

Financial Records (enforcement of Employment Standards Act)

Ministry of Labour Library Catalogue

Manuals

Issued to management staff to provide details of policy and procedures (staff relations, staff development and training, appraisals and enhancement of staff performance, and travel and moving expenses). Issued to ministry library staff to provide operating procedures for all library services.

Attendance Improvement

Library Procedures

Performance Appraisal

Policy and Procedures

Staff Development and Training

Staff Relations

Travel and Moving Expenses

Personal Information Banks

The following common personal information banks as described in the introduction to this directory are maintained.

Career Planning/Training

Central Attendance Recording System (CARS)

Employment Application Inventory

Employment Equity Program

Freedom of Information and Protection of Privacy Act Requests

General Employment History and Payroll Information

Grievances and Applications

Identity/Employee Card

Integrated Payroll, Personnel and Employee Benefits System (IPPEBS)

Job Competitions

Library Users Lists

Medical Information (Personnel)

Ombudsman/Human Rights Commission

Performance Management

Travel/Expense Accounts

Workers' Compensation

Also contain sponsor's evaluations of student's performance in student training programs.

Performance Evaluations - Student Training Programs

Location: Human Resources Branch. Legal Authority: R.R.O.1980, Reg. 881, s.6(1) l.v., as amended.

Information Maintained: Name, address, employer, sponsor's evaluation of student's performance. Uses: Evaluate program placement and student's performance. Users: Program staff. Individuals in Bank: Students accepted into the program. Retention and Disposal: Three years, then destroyed.

Industrial Relations Division

The division promotes harmonious relations between employees and employers to help create and sustain a stable labour-management climate in the province. It pursues this objective through the Office of Mediation, the Office of Arbitration and the Office of Collective Bargaining Information.

General Classes or Types of Records

Contain information on labour-management relations issues, and reports, statistics and case studies relating to the conciliation and mediation processes.

Arbitration Awards

Arbitration Case Files

Collective Bargaining Agreements (construction and industrial)

Conciliation Case Files, Index and Status Log

Conciliation, Mediation and Arbitration Reports

Employment Standards Appeals Files

Key Disputes and Strike Reports

Labour-Management Legislation, Policy Development and Recommendations

Ontario Labour Relations Board Statistical Records

Records Filed with the Minister (pursuant to the Labour Relations Act)

Requests for Mediation Assistance

Surveys and Statistical Studies (re policy, programs and legislation)

Personal Information Banks

Contain information relating to the selection, training and approval of arbitrators.

Labour Relations Arbitrators

Location: Office of Arbitration. Legal Authority: Labour Relations Act, R.S.O. 1190, c.L.2, s.46(10). Information Maintained: Name, resume, assessment of candidate for designation as arbitrator by arbitrators/coaches, record of

interview, fees paid. Uses: Identify and document qualified candidates for the arbitrator training program; evaluate suitability of candidate for hearing specific cases. Users: Branch director, administrative staff and minister's advisory committee members. Individuals in Bank: Prospective and approved arbitrators. Retention and Disposal: Seven years, then destroyed.

Labour Policy and Programs

Responsible for developing new ministry policies and legislative initiatives and assessing the effectiveness of existing policies. Oversees the Policy Branch, which initiates, develops and coordinates policy activities; prepares ministerial correspondence; and provides liaison with other ministries. Also responsible for the Employment Standards Branch, the Centre for Disability and Work, the Employment Adjustment Branch and, in matters related to workers' compensation, the Offices of the Worker Adviser and the Employer Adviser.

General Classes or Types of Records

Contain information on administrative policy and programs for all branches of the division, legal and economic analyses relating to legislation under the minister, labour policy issues and federal-provincial agreements.

Centre for Disability and Work - Client Groups

Centre for Disability and Work - Community Development

Centre for Disability and Work - Public Relations and Information Services

Director's Approvals and Special Permits

Employment Agency Licences

Employment Standards Act - Inquiry Correspondence

Fair Wage on Government Contracts

Federal-Provincial Agreements

Industrial Standards Schedules

Labour Policy Analyses

Office of the Employer Adviser - Client Files

Research Studies and Projects

Terminations and Plant Closures

Vacation Pay Trust Funds

Workers' Compensation Research Files

Manuals

Issued to managers and staff to provide details of administrative and operational procedures for those programs for which the division is responsible.

Employment Standards Branch Interpretation Manual
Employment Standards Branch Operations Manual
Videotapes (training of summer students)

Personal Information Banks

Contain information relating to advisory committee members, employment standards referees, injured workers' claims under the Workers' Compensation Act, investigations of employee complaints, counselling of employees affected by permanent layoffs, permits issued to employers to employ homeworkers, and unclaimed wages collected on behalf of employees.

Employee Evaluations Counselling Program (plant closure)

Location: Employment Adjustment Branch. Legal Authority: Employment Standards Act, R.S.O. 1990, c.E.14, s.57(12); Cabinet Minutes 17-30/81, 19-11/82 and 8-26/83. Information Maintained: Name, address, sex, wages, education, employee evaluation. Uses: Counsel employees affected by permanent layoffs. Users: Branch staff. Individuals in Bank: Employees affected by permanent layoffs. Retention and Disposal: Seven years, then transferred to archives.

Employment Standards Act - Employee Complaints

Location: Employment Standards Branch. Legal Authority: Employment Standards Act, R.S.O. 1990, c.E.14, s.63(1). Information Maintained: Name, address, wages, nature of complaint, name of employer, disposition of complaint. Uses: Investigate and resolve employee complaints of violations of the Employment Standards Act. Users: Branch administrative staff, employment standards officers, Legal Services staff. Individuals in Bank: Employees claiming their employer is in violation of the Employment Standards Act. Retention and Disposal: Normally two years, then destroyed; if held for collection, prosecution or other proceedings, destroyed after 15 years.

Employment Standards Referees

Location: Employment Standards Branch. Legal Authority: Employment Standards Act, R.S.O. 1990, c.E.14, s.60(i). Information Maintained: Name and, in some cases, resume. Uses: Select members of the panel of referees. Users: Branch director and administrative staff. Individuals in Bank: Referees and prospective referees. Retention and Disposal: Until member leaves panel and has no outstanding cases, then destroyed.

Garment Industry Schedules - Advisory Committee Members Appointments

Location: Employment Standards Branch. Legal Authority: Industrial Standards Act, R.S.O. 1990, c.I.6, s.18(i). Information Maintained: Name, address, business and personal history. Uses: Assist in evaluating qualifications for appointment to advisory committee. Users: Branch administrative staff. Individuals in Bank: Management and labour representatives in garment industry. Retention and Disposal: Until member replaced, then destroyed.

Office of the Worker Adviser - Client Files

Location: Office of the Worker Adviser. Legal Authority: Workers' Compensation Act, R.S.O. c.W.11. Information Maintained: Name, national or ethnic origin, age, sex, family status, education and employment history, medical, psychological, psychiatric evaluations, financial information. Uses: Establish and prove client's entitlement to benefits and services pursuant to the Workers' Compensation Act; prepare statistics; evaluate program. Users: Worker advisers and branch administrative staff. Individuals in Bank: Injured workers claiming benefits under the Workers' Compensation Act. Retention and Disposal: Not determined.

Permits to Employ Homeworkers

Location: Employment Standards Branch. Legal Authority: Employment Standards Act, R.S.O. 1990, c.E.14, s.16(i). Information Maintained: Name, address, wages, vacation pay. Uses: Ensure homeworkers are paid at least minimum wage and vacation pay. Users: Branch administrative staff, employment standards officers, Legal Services staff. Individuals in Bank: Employees employed under permit as homeworkers. Retention and Disposal: One year after permit cancelled, then destroyed.

Unclaimed Wages

Location: Legislative Interpretation Section, Employment Standards Branch. Legal Authority: Employment Standards Act, R.S.O. 1990, c.E.14, s.66(i). Information Maintained: Name, address and amount being held. Uses: Verify employee claims to unpaid wages. Users: Legislative Interpretation Section staff. Individuals in Bank: Employees who have not claimed wages collected from their former employers by Employment Standards Branch. Retention and Disposal: Until superseded by updated report, then destroyed.

Occupational Health and Safety Division

Administers the Occupational Health and Safety Act and develops and administers regulations including those controlling exposure to toxic substances. Responsible for developing strategic and operational policies and for external relations respecting occupational health and safety. The Occupational Health and Safety Program is delivered through the following branches: Industrial Health and Safety, Mining Health and Safety; Construction Health and Safety, Research and Regulations, Health and Safety Support Services and Program Administration.

General Classes or Types of Records

Contain information on all matters of health and safety in the workplace, including fatal and non-fatal accidents and disease, hazardous and potentially hazardous conditions, toxic substances, and new toxic agents, mine-rescue officer training, case studies, inspections, investigations and prosecutions, program and policy development, and development of new legislation, and legislative changes.

Asbestos Exposure Report

Asbestos in Construction - Approval for Variance

Asbestos Removal - Notices of Projects

Asbestos Removal - Notification of Diving Operations

Asbestos Removal - Notification of Window Cleaning Employees

Asbestos Removal - Registration of Window Cleaning Employees

Asbestos Removal - Trench Notification

Asbestos Removal - Type 3 Notification

Company/Employer, Environmental/Occupational Health and Safety Records

Designated Substances - Policy Development

Hazardous and Potentially Hazardous Environmental Conditions - Studies

Inspections and Investigations (including fatal and non-fatal accidents)

Medical Records

Medical Studies

Mine Rescue Program

Occupational Health and Safety Legislation

Plans and Drawings (mines, buildings and installations, and policy and planning drawing reviews)

Program and Policy Development

Prosecutions

Radioisotopic Licences

Registration of Employers in the Construction Industry

Royal Commission on Asbestos

Toxicological Reports of New Agents

Wire Rope Testing Results and Reports

Manuals

Issued to supervisors and field inspectors to provide details of policies, procedures and the day-to-day operations in the Occupational Health Branch and the construction, industrial, and mining health and safety fields.

Construction Health and Safety Operations Manual
Health and Safety Support Services Branch Manual
Industrial Health and Safety Officers' Manual
Mining Health and Safety Officers' Manual

Personal Information Banks

Contain information used to ensure and enhance the occupational health and safety of workers in Ontario.

Chemical Hazard Exposure Surveillance Files

Location: Occupational Health Laboratory Service, Health and Safety Support Services Branch. Legal Authority: O. Reg. 536/81. Information Maintained: Name, Social Insurance Number, sex, date of birth, occupation, if able to bear children (females only), reports on blood cholinesterase, lead in urine and blood, employers. Uses: Detect levels of lead and other metals in workers; medical surveillance program. Users: Ministry laboratory technicians and medical staff. Individuals in Bank: Industrial workers exposed to substances and requiring medical surveillance. Retention and Disposal: Lifetime of company, then destroyed.

Compressed-Air Workers in Tunnelling Projects - Records

Location: Construction Health and Safety Branch. Legal Authority: R.R.O. 1980, Reg. 691, s.250. Information Maintained: Name, address, telephone number, Social Insurance Number, sex, age, previous employment in compressed-air chambers, dates of medical examinations, medical history. Uses: Monitor all cases of decompression sickness (bone narcosis); as evidence in any subsequent Workers' Compensation claim. Users: Tunnelling manager and administrative staff. Individuals in Bank: Workers employed in tunnelling projects. Retention and Disposal: Forty years, then destroyed.

Compressed-Air Workers' Medical Reports

Location: Health and Safety Support Services Branch. Legal Authority: R.R.O. 1980, Reg. 691, s.250. Information Maintained: Name, Social Insurance Number, physical examination report and clinical evaluation, pre-employment history, physician's name and recommendations, employer. Uses: Verify examining physician's recommendations regarding fitness to work in

compressed-air chambers. Users: Ministry medical consultants and branch administrative staff. Individuals in Bank: Compressed-air workers in construction projects. Retention and Disposal: Forty years, then destroyed.

Exposure to Potentially Hazardous Processes - Individual Medical Records

Location: Health and Safety Support Services Branch, Medical Services Section. Legal Authority: Occupational Health and Safety Act, R.S.O. 1990, c.O.1, s.12(3). Information Maintained: Name, address, age, sex, medical information, physician's opinion, report from Workers' Compensation Board. Uses: Assist in resolving Workers' Compensation claims for occupational diseases by determining involvement with potentially hazardous industrial processes. Users: Ministry medical consultants. Individuals in Bank: Employees exposed to potentially hazardous processes. Retention and Disposal: Lifetime of company, plus 40 years, then destroyed.

Hazardous or Potentially Hazardous Environmental Conditions - Medical Studies

Location: Health Studies Services, Policy and Regulations Branch. Legal Authority: Occupational Health and Safety Act, R.S.O. 1990, c.O.1, s.12(3). Information Maintained: Name, address, place and date of birth, Social Insurance Number, OHIP number, driver's licence number, sex, personal habits, parents' occupation, environmental factors, work history, residence history, medical information, cause of death (if applicable). Uses: Health surveillance. Users: Ministry medical staff. Individuals in Bank: Individuals suspected at risk from either environmental or occupational factors. Retention and Disposal: Forty years after study completed, then transferred to archives.

Health Hazard from Exposure to Anaesthetic Gases - Study

Location: Resource Section, Health and Safety Support Services Branch. Legal Authority: Ministry of Labour Act, R.S.O. 1990, c.O.1, s.6(a). Information Maintained: Name, dates of birth of employee and children, sex, marital status, cause of any infertility, birth control method used (female employees only). Uses: Determine existence of health hazard resulting from exposure to anaesthetic gases. Users: Branch medical staff. Individuals in Bank: Hospital staff exposed to anaesthetic gases. Retention and Disposal: Ten years after study completed, then destroyed.

Industrial Employees' Medical Records

Location: Medical Services Chest Clinic, Health and Safety Support Services Branch. Legal Authority: O. Reg. 769/83, s.16; O. Reg. 455/83, s.17; and O. Reg. 570/82, s.16. Information Maintained: Name, address, Social Insurance Number, date of birth, occupation, employer, doctor's name and address, medical reports compiled from pulmonary function tracings and chest x-rays. Uses: Information source for compensation claims relating to occupational lung diseases, particularly for Workers' Compensation claims; evaluate progress of chest disease. Users: Branch technicians, medical consultants and administrative staff. Individuals in Bank: Industrial employees examined at the Medical Services Chest Clinic. Retention and Disposal: Forty years, then destroyed.

Job-Related Fatalities (construction, industrial, mining)

Location: Industrial - Information and Administrative Services; construction - Construction Health and Safety Branch; and mining - Mining Health and Safety Branch. Legal Authority: Occupational Health and Safety Act, R.S.O. 1990, c.O.1, s.51. Information Maintained: Name, age, sex, marital status of deceased, date of death, prevailing conditions on site when accident occurred, coroner's report, verdict of coroner's jury. Uses: Establish cause of accident; prevent similar accidents. Users: Ministry inspectors, coroners, coroner's juries, legal counsel, administrative staff. Individuals in Bank: Individuals who have died as a result of construction, industrial or mining accidents. Retention and Disposal: Lifetime of company plus 40 years (for industrial), 30 years (for construction and mining), then destroyed.

Lung-Capacity Testing Results (pulmonary function tracings)

Location: Medical Services Northern Chest Clinic, Health and Safety Support Services Branch. Legal Authority: Occupational Health and Safety Act, R.S.O. 1990, c.O.1, s.12(3). Information Maintained: Name, employer, Social Insurance Number, year of birth, sex, height, graph of lung-capacity testing results. Uses: Prepare report for family or company physician. Users: Chest clinic medical and technician staff. Individuals in Bank: Miners who have taken lung-capacity testing through the chest clinic services. Retention and Disposal: Forty years, then paper destroyed and microfilm transferred to archives.

Miners' Medical Records

Location: Medical Services Northern Chest Clinic, Health and Safety Support Services Branch. Legal Authority: Occupational Health and Safety Act, R.S.O. 1990, c.O.1, s.12(3). Information Maintained: Name, date of birth, Social Insurance Number, place and country of birth, unemployment insurance claim number, family history of illness, clinical notes and opinion of physician, x-ray films. Uses: Provide information for diagnosis and treatment, Workers' Compensation claims and mining statistical program. Users: Ministry medical staff. Individuals in Bank: Miners. Retention and Disposal: Forty years, then destroyed.

Radiation Exposure Reports

Location: Radiation Protection Service, Health and Safety Support Services Branch. Legal Authority: Ministry of Labour Act, R.S.O. 1990, c.M.29, s.6(a). Information Maintained: Name, group code (company name), report date, badge serial number, date badge used from, type of radiation received, badge radiation readings. Uses: Statistical analysis; monitor companies for high readings; set radiation standards. Users: Senior Radiation Protection Service staff. Individuals in Bank: Workers using x-rays and/or atomic radiations. Retention and Disposal: One year, then destroyed.

Transfer Payment Fund

Location: Grants Administration Section. Legal Authority: Ministry of Labour Act, R.S.O. 1990, c.M.29, s.6(a). Information Maintained: Name, address, sex, age, telephone numbers, Social Insurance Number, nationality, employment history, income, education, transcripts of marks, references, assessments for eligibility. Uses: Determine eligibility and availability for grant. Users: Senior ministry officials, awards committee. Individuals in Bank: Applicants for bursaries and awards (applied research). Retention and Disposal: Ten years, then destroyed.

Workers' Compensation Board Claimants - Medical Files and Chest X-Ray Films

Location: Medical Services Chest Clinics, Health and Safety Support Services Branch. Legal Authority: O. Reg. 769/83, s.16; O. Reg. 455/83, s.17; and O. Reg. 570/82, s.16. Information Maintained: Name, medical report and chest x-rays. Uses: History of individual cases; research files in case histories of slow-growth lung diseases such as silicosis. Users: Branch medical and technician staff. Individuals in Bank: Individuals claiming

Workers' Compensation where occupationally related chest disease has been diagnosed. Retention and Disposal: Forty years, then transferred to archives.

Affiliated Agencies

Advisory Council on Occupational Health and Occupational Safety (ACOHOS)

Advises the Minister on matters relating to occupational health and occupational safety and makes recommendations to the Minister regarding ministry programs in occupational health and safety.

General Classes or Types of Records

Contain information on council activities, projects and minutes of meetings.

Council Project and Task Forces Files
Minutes of Meetings

Manuals

Provide details of ACOHOS procedures.

Procedures Manual, ACOHOS

Personal Information Banks

Contain information relating to membership of the council.

Advisory Council Membership

Location: Advisory Council on Occupational Health and Occupational Safety. Legal Authority: Occupational Health and Safety Act, R.S.O. 1990, c.O.1, s.(13). Information Maintained: Name, address, curriculum vitae, Social Insurance Number, documentation regarding appointment to council/task forces, per-diem and travel expenses. Uses: Reference re appointments to council and task forces; accounting purposes. Users: Chairman and council administrative staff. Individuals in Bank: Nominees and appointees to council or its task forces. Retention and Disposal: Three years after membership ceases, then destroyed.

Agricultural Industry Advisory Committee

Advises the Minister on matters relating to the application of employment standards legislation to agricultural workers, and on the development and modification of employment standards appropriate to the agricultural industry and its different sectors.

General Classes or Types of Records

Contain information on the activities of the committee.

Personal Information Banks

Contain information relating to committee members.

Agriculture Advisory Committee Members

Location: Legislative Interpretation Section, Employment Standards Branch. Legal Authority: Orders in Council 1874/75 and 793/85. Information Maintained: Name and address. Uses: Contact or identify committee members. Users: Employment Standards Branch and Policy Branch staff. Individuals in Bank: Agriculture Advisory Committee members. Retention and Disposal: Until member replaced, then destroyed.

Classification Rating Committees

Adjudicates grievances concerning position classification filed by persons employed in a managerial or confidential capacity.

General Classes or Types of Records

Contain information on hearings before the board.

Case Files and Judicial Reviews

Personal Information Banks

Contain information relating to hearings before the committees.

Classification Rating Committees Case Files

Location: Classification Rating Committee. Legal Authority: Public Service Act, R.S.O. 1990, c.P.47; R.R.O. 1980, Reg. 881. Information Maintained: Name and address of griever, name of ministry, type of grievance and remedy requested. Uses: Process application from initial stage to its final determination. Users: Members and administrative staff of the committees. Individuals in Bank: Public servants who have filed for a hearing before the committee. Retention and Disposal: Fifteen years, then transferred to archives.

Crown Employees Grievance Settlement Board

Adjudicates employee organization and employer rights disputes including such matters as dismissals, suspensions, other forms of discipline, working conditions and classification.

General Classes or Types of Records

Contain information on hearings before the board.

Case Files and Judicial Reviews

Personal Information Banks

Contain information relating to case procedures.

Crown Employees Grievance Settlement Board Case Files

Location: Grievance Settlement Board. Legal Authority: Crown Employees Collective Bargaining Act, R.S.O. 1990, c.C.50; R.R.O.1980, Reg. 232 and Reg. 233. Information Maintained: Applications filed by union on behalf of the griever, name and address of individual, name of union and ministry, type of grievance, remedy requested. Uses: Process application from initial stage to final determination. Users: Chairman, vice-chairmen, members. Individuals in Bank: Public servants on whose behalf the union has filed a grievance before the board, or who have filed a grievance on their own behalf. Retention and Disposal: Fifteen years, then transferred to archives.

Industrial Disease Standards Panel

Investigates possible industrial diseases; reports findings as to whether or not a probable connection exists between a disease and an industrial process, trade or occupation; creates, develops and revises criteria for the evaluation of workers' compensation claims; and advises on eligibility rules regarding compensation for industrial diseases.

General Classes or Types of Records

Contain information on the panel's activities.

Evidentiary Base

Industrial Diseases Studies

Minutes

Personal Information Banks

None

Labour-Management Advisory Committee

Advises the Minister with respect to persons qualified to act as arbitrators and on matters relating to arbitration.

General Classes or Types of Records

Contain information on the committee's activities.

Personal Information Banks

Contain information relating to committee members and decisions regarding applications of prospective arbitrators.

Labour-Management Advisory Committee Members

Location: Office of Arbitration. Legal Authority: Labour Relations Act, R.S.O. 1990, c.L.2, s.46(10). Information Maintained: Name, address, expense claims. Uses: Contact or identify members; settle expense claims. Users: Committee chairman, branch director. Individuals in Bank: Members. Retention and Disposal: Two years after member replaced, then destroyed.

Labour-Management Committee Decisions Re Applications of Prospective Arbitrators

Location: Office of Arbitration. Legal Authority: Labour Relations Act, R.S.O. 1990, c.L.2, s.46(10). Information Maintained: Applicant's name, opinions, evaluation and decision of committee members regarding suitability of applicant for appointment as arbitrator. Uses: Determine qualified candidates to act as arbitrators; advise minister. Users: Committee members, senior division staff. Individuals in Bank: Candidates for inclusion on list of arbitrators. Retention and Disposal: Not determined.

Ontario Labour Relations Board

Administers the Labour Relations Act, which entails certifying trade unions, appointing officers to mediate complaints of contraventions of the act, conducting hearings into unsettled complaints, granting remedial orders, issuing directions and declarations in cases of unlawful strikes and lock-outs, settling jurisdictional disputes, accrediting employers' associations and bargaining agencies, certifying employee bargaining agencies in the construction industry, conducting arbitration hearings on grievances under construction industry collective agreements, terminating bargaining rights, and providing opinions to the minister relating to the authority to appoint conciliation officers or arbitrators.

General Classes or Types of Records

Contain information on hearings before the board.

Case Files

Judicial Reviews

OLRB Reports Subscriptions

Personal Information Banks

None

Ontario Public Service Labour Relations Tribunal

Administers the Crown Employees Collective Bargaining Act and adjudicates matters referred to it by government employers, employee organizations or employees, such as representation rights, unfair labour practices complaints, bad-faith bargaining, successor rights, alleged strikes and lock-outs, consent to prosecute, inclusions and exclusions of employees in bargaining units, exemptions from payment of union dues, and the duty of fair representation owed by employee organizations to individual employees.

General Classes or Types of Records

Contain information on hearings before the board.

Case Files and Judicial Reviews

Personal Information Banks

Contain information relating to case procedures.

Ontario Public Service Labour Relations Tribunal Case Files

Location: Labour Relations Tribunal. Legal Authority: Crown Employees Collective Bargaining Act, R.S.O. 1990, c.C.50; R.R.O. 1980, Reg. 232 and Reg. 233. Information Maintained: Name and address of individual, name of union and ministry, type of complaint or request, remedy requested. Uses: Adjudicate matters through process of mediation, investigation or formal hearing. Users: Chair, Vice-Chair, members and administrative staff of the tribunal. Individuals in Bank: Public servants affected by applications filed before the tribunal. Retention and Disposal: Fifteen years, then transferred to archives.

Pay Equity Commission

The Pay Equity Commission, which administers the Pay Equity Act 1987, is composed of two parts - the Pay Equity Office and the Pay Equity Hearings Tribunal. The Pay Equity Office provides an information and education service, reviews complaints and objections, formulates policy, and conducts research on pay equity issues.

General Classes or Types of Records

Contain general administration records as described in Chapter II of this directory, information on educational and research materials and on hearings of the Pay Equity Hearings Tribunal.

Background Materials Relating to Bills 105, 154 and 168
Case Files and Indices
Policies and Guidelines for Interpreting the Act
Published Educational Materials on Pay Equity
Research Papers on Predominantly Female Sectors of the Economy

Personal Information Banks

Contain information related to complaints and objections filed with the office and public enquiries.

Pay Equity Office - Complaints Files

Location: Pay Equity Commission. Legal Authority: Pay Equity Act, R.S.O. 1990, c.P.7. Information Maintained: Name and address of complainant, objector and respondent; name and address of enquirers. Uses: Investigate and resolve objections and complaints; respond to enquiries; maintain statistics on complaints, objections and enquiries. Users: Pay Equity Office staff. Individuals in Bank: Complainants, objectors, respondents and enquirers. Retention and Disposal: Not determined.

Public Service Grievance Board

Adjudicates grievances concerning non-bargaining unit employees involving matters such as dismissal, suspension, other forms of discipline, merit increases, promotion and transfer.

General Classes or Types of Records

Contain information on hearings before the board.

Case Files and Judicial Reviews

Personal Information Banks

Contain information relating to case procedures and settlements.

Public Service Grievance Board Case Files

Location: Public Service Grievance Board. Legal Authority: Public Service Act, R.S.O. 1990, c.P.47; R.R.O. 1980, Reg. 881. Information Maintained: Name and address of griever, name of ministry, type of grievance, remedy requested. Uses: Process application from initial stage to final determination. Users: Chair, members and administrative staff of the board. Individuals in Bank: Public servants who have filed for a hearing before the board. Retention and Disposal: Fifteen years, then transferred to archives.

Workers' Compensation Appeals Tribunal

Hears, determines and disposes of all appeals from final decisions of the Workers' Compensation Board under the Workers' Compensation Act. In addition, the tribunal adjudicates and determines whether a worker's right to take court action is taken away by the Act. It also considers appeals regarding access to claim files and determines an employer's right to require a worker to submit to a medical examination. The Tribunal is located in Toronto. It is composed of the Office of the Tribunal Chair, The Tribunal Counsel Office, the Information Department, and Finance and Administration Department.

General Classes or Types of Records

Contain general administration records as described in Chapter II of this directory and anonymized decisions of the Workers' Compensation Appeals Tribunal.

Manual

Tribunal Practice Directions

Personal Information Banks

The following common personal information banks as described in Chapter II of this directory are maintained.

Attendance Records
Elevator Cards
Employment Application Inventory
Employment Equity Program
Freedom of Information and Protection of Privacy Act Requests
General Employment History and Payroll Information
Identity/Employee Card
Integrated Payroll, Personnel and Employee Benefits System (IPPEBS)
Job Competitions
List of Subscribers to Tribunal Publications
Medical Information (Personnel)
Ombudsman/Human Rights Commission
Parking Records
Performance Management
Travel/Expense Accounts
Workers' Compensation

Workers' Compensation Appeals Tribunal Files

Location: Workers' Compensation Appeals Tribunal. Legal Authority: Workers' Compensation Act, R.S.O. 1990, c.W.11 as amended. Information Maintained: Name of worker, address, employment history, medical reports, statements from witness(es) including name and

relevant information, name of employer, employer business and financial information, assessments and other relevant information. Uses: Maintain internal file tracking system from initiation to final determination; adjudicate appeals and issues listed above; investigate where necessary to assist such adjudication. Users: Intake officers, scheduling personnel, Vice-Chair, panel members, Tribunal Counsel Office, Tribunal Chair's Office, medical counsellors and personnel operating file tracking system. Individuals in Bank: Workers, employers and other parties appealing Workers' Compensation Board decisions or otherwise involved in workers' compensation matters. Retention and Disposal: Not determined.

Public Records

Contain records of appeals of orders issued under the Occupational Health and Safety Act, R.S.O. 1980, and of the decisions made. Copies are available at no charge from the ministry library. Also contain ministry's responses to coroner's jury recommendations pursuant to inquests called as a result of workplace fatalities and information relating to referee and court interpretations of the Employment Standards Act. This material is a public record and available at the locations indicated below.

Coroner's Juries - Responses to Recommendations

Purpose: Outline ministry action taken to prevent similar fatal accidents; follow up on preventive action taken by specific employer. Legal Authority: Occupational Health and Safety Act, R.S.O. 1990, c.O.1, s.12(3).

Information Maintained: Coroner's jury recommendations and ministry's response pursuant to inquests called as a result of workplace fatalities.

Retrievability: Name of deceased. Retention and Disposal: Seven years, then transferred to archives.

Access Procedures: Executive Director, Occupational Health and Safety Division, 400 University Avenue, 14th Floor, Toronto, Ontario, M7A 1T7, telephone: (416) 963-2608. Copies also available from the Coroner's Office and the New Democratic Party's research office.

Occupational Health and Safety Act - Decisions and Appeals

Purpose: Track appeals from initiation to final determination. Legal Authority: Occupational Health and Safety Act, R.S.O. 1990, c.O.1, S.62. Information

Maintained: Names of appellant and other parties to appeal, subject matter of appeal, status, final decision.

Retrievability: Assigned file number, then name of appellant. Retention and Disposal: Not determined.

Access Procedures: Manager, Ministry Library Services, 400 University Avenue, 10th Floor, Toronto, Ontario, M7A 1T7, telephone: (416) 965-1641. Also, Director of Appeals, 400 University Avenue, 6th Floor, Toronto, Ontario, M7A 1T7, telephone: (416) 963-3047.

Referees' Decisions and Judicial Review Rulings

Purpose: Monitor referees' and courts' interpretations and application of the Employment Standards Act. Legal

Authority: Employment Standards Act, R.S.O. 1990,

c.E.14, s.68 and s.69. Information Maintained:

Employee name and address, employee, referee and judicial review decisions. Retrievability: Employer, then

employee name. Retention and Disposal: Not

determined. Access Procedures: Manager, Ministry Library Services, 400 University Avenue, 10th Floor, Toronto, Ontario, M7A 1T7, telephone: (416) 965-1641.

Also, Manager, Management Information Systems and Program Development, Employment Standards Branch, 400 University Avenue, 3rd Floor, Toronto, Ontario, M7A 1V2, telephone: (416) 965-3303.

LAMBTON COLLEGE OF APPLIED ARTS AND TECHNOLOGY

Head

Chairman, Board of Governors
Lambton College of Applied Arts and Technology
P.O. Box 969
Sarnia, Ontario
N7T 7K4
Telephone: (519) 542-7751

Access

Freedom of Information and Privacy Coordinator
Lambton College
P.O. Box 969
Sarnia, Ontario
N7T 7K4
Telephone: (519) 542-7751



A public reading room for the review of manuals and other information is open during regular office hours in the college library at the Clearwater Campus.

Mandate

Lambton College provides high quality education and training in technology, applied arts, business, health sciences, and general arts and science, with a flexible learning environment, for adults who wish to find meaningful work and self-fulfilment in a changing society.

Organization

Lambton College is governed by a Board of Governors and is organized into three divisions and two offices reporting to the President. The college's primary campus and administrative headquarters are on London Road in Clearwater with a secondary site on Front Street in Sarnia.

Divisions

Board of Governors

The Board of Governors is appointed by the Ontario Council of Regents and the local municipality, and is responsible for establishing college goals and policies, allocating resources and for the general overview of college operations. The President is ex-officio member of the board. The board has established a standing committee on Finance and Property.

General Classes or Types of Records

Contain information relating to the development of policy, the establishment of goals and objectives for the college, and the general direction of college operations.

Appointment Records to Board and Advisory Committees
Bylaws
Committee Records
Membership Register
Minutes
Policies

Personal Information Banks

None

President's Office

Appointed by and responsible to the Board of Governors, the President is Chief Executive Officer responsible for planning and for managing the business affairs of the college.

General Classes or Types of Records

Contain information on the college's planning activities and on the management of the college.

Personal Information Banks

The following common personal information bank as described in Chapter II of this directory is maintained.

Board of Governors Membership

Academic

The division is headed by the Vice President, Academic, and is responsible for all educational offerings. It has six departments: Technology and Applied Science, Business and General Arts, Health Sciences and Applied Arts, Industrial Training, Continuing Education and Development.

General Classes or Types of Records

Contain operational records common to community colleges as described in Chapter II of this directory, relating to the development and delivery of academic programs.

Personal Information Banks

The following common personal information banks as described in Chapter II of this directory are maintained.

FUTURES Program Applicants and Participants
Ontario Basic Skills Program Trainees
Ontario Training Incentive Program Trainees
Teacher Workload Records (Standard Workload Form)

Administrative

The division provides administrative support services for the college and is headed by the Vice-President, Administration. The division is organized into eight departments: Finance and Personnel, Facilities Maintenance, Library, Bookstore, Computer Services, Purchasing, Facilities Scheduling and Employment Equity.

General Classes or Types of Records

Contain general administration records as described in Chapter II of this directory.

Personal Information Banks

The following common personal information banks as described in Chapter II of this directory are maintained.

Employee Personnel, Payroll and Benefits Records
Health and Medical Records (employees only)
Library Users Lists
Ombudsman/Human Rights Commission
Workers' Compensation

Student Services Division

The division is headed by a Dean and provides a variety of support and enrolment services for students. The division has eight departments: Registrar's Office, Counselling and Health, Residence, Placement and Co-op, Financial Aid, Athletics, Student Recruitment and Public Relations, and Food Services.

General Classes or Types of Records

Contain operational records common to community colleges as described in Chapter II of this directory, relating to the operation of ancillary services listed above and the provision of student services.

Personal Information Banks

The following common personal information banks as described in Chapter II of this directory are maintained.

Graduate and Alumni Records
Health and Medical Records (students only)
Ontario Student Assistance Program
Student Applications
Student Athletics and Fitness Programs
Student Counselling
Student Registration and Academic History
Vocational Testing and Counselling

International Education

This office is responsible for the recruitment of international students, faculty and student foreign exchanges, and contract work involving other countries.

General Classes or Types of Records

Contain information on the college's international education programs.

Faculty/Student Exchanges
Foreign Contracts
International Student Recruitment

Personal Information Banks

None

Freedom of Information

The office is responsible for implementing the Freedom of Information and Protection of Privacy Act within the college.

General Classes or Types of Records

Contain information relating to the implementation of the legislation.

Personal Information Banks

None

LIQUOR CONTROL BOARD OF ONTARIO

Head

Chair
Liquor Control Board of Ontario
55 Lake Shore Boulevard East
Toronto, Ontario
M5E 1A4
Telephone: (416) 864-2400

Access

Freedom of Information and Privacy Coordinator
Liquor Control Board of Ontario
Suite 101, 55 Lake Shore Boulevard East
Toronto, Ontario
M5E 1A4
Telephone: (416) 864-2462



A public reading room for the review of manuals and other information is open during regular office hours at Suite 101, 55 Lake Shore Boulevard East, Toronto.

Mandate

The Liquor Control Board of Ontario is a Crown Corporation incorporated under the Liquor Control Act (R.S.O. 1990, c.L.18, s.3). It controls and regulates the production, importation, distribution and sale of alcoholic beverages in Ontario; ensures uniform pricing of products; maintains quality control; and remits levies on alcoholic beverages to the federal and provincial governments.

Organization

All business aspects of the LCBO are directed and controlled by a five-member Board of Directors. The corporation is organized into two senior executive offices - Chair and Executive Vice President - and six administrative and operating divisions. The Retail Division is divided into five regional offices.

Divisions

Office of the Chair

The Office of the Chair is comprised of the Chair's office, Legal Counsel, General Audit, Corporate Relations Division (Communications Department, Board of Directors), and Corporate Services Division (Policy

and Issues Management Department, Environmental Management Department, French Language Services Department, Freedom of Information Office).

General Classes or Types of Records

Contain information on the management and general direction of the corporation.

Audit Records

Board Meetings - Minutes and Correspondence
Cabinet Submissions, Management Board Submissions, Orders in Council, Draft Legislation, Briefing Notes, General Correspondence
Communications Records (speeches, statements, news releases, annual reports, issues and background summaries)
Corporate Initiatives - Reports and Studies
Correspondence (government agencies, liquor industry, provincial liquor boards, public)
Legal Records (statutes, regulations, opinions, correspondence, contracts, agreements)
Policy Proposals and Position Papers

Manuals

Issued to provide managerial and supervisory staff with guidelines on corporate policy and operational practices, and guidelines on the Freedom of Information and Protection of Privacy Act.

Administrative Manual

Freedom of Information Manual

Personal Information Banks

Contain information relating to duty-free shops, sacramental wine vendors, liquor delivery service applicants, and wine and spirits writers.

Duty-Free Shops at Land Border Points and Airports:

Location: Legal Counsel's Office/Policy and Issues Management. Legal Authority: Liquor Control Act, R.S.O. 1990, c.L.18 s.3. Information Maintained: Contracts between the LCBO and the private operators of the duty-free liquor shops in Ontario. Uses: Bill private operators for duty-free liquor purchases; ensure private operators conform to the terms of the contract. Users: Legal Office, Policy and Issues Management, Traffic and Customs. Individuals in Bank: All private operators of duty-free liquor shops in Ontario. Retention and Disposal: Not determined.

Liquor Delivery Service Files:

Location: Environmental Management. Legal Authority: Liquor Control Act, R.S.O. 1990, c.L.18 s.3. Information Maintained: Name, address,

Liquor Control Board (LCBO)

business/personal background, application and reference check forms. Uses: Determine suitability of applicant to operate a liquor delivery service. Users: Environmental management staff. Individuals in Bank: Individuals/companies seeking authority to operate a liquor delivery service. Retention and Disposal: Files to be transferred to the Liquor Licence Board of Ontario in 1992.

Sacramental Wine Vendors

Location: Policy and Issues Management/Audit. Legal Authority: Liquor Control Act, R.S.O. 1990, c.L.18, s.3. Information Maintained: Name, address, application forms. Uses: Determine suitability of applicant to operate as a sacramental wine vendor. Users: Legal Office, Audit, Policy and Issues Management. Individuals in Bank: Individuals/companies seeking authority to operate as a sacramental wine vendor. Retention and Disposal: Not determined.

Wine and Spirits Writers

Location: Communications Department. Legal Authority: Liquor Control Act, R.S.O. 1990, c.L.18, s.3. Information Maintained: Names and home addresses of wine and spirits writers. Uses: To distribute information such as news releases, product updates, price lists, etc. to wine journalists on a weekly basis. Users: Communications Department staff. Retention and Disposal: Not determined.

Office of the Executive Vice-President

The Executive Vice-President is responsible for managing the corporation in conformance with direction from the Board of Directors and Chair. The office includes the Loss Prevention and Security Department, and the Strategic and Operational Planning Department.

General Classes or Types of Records

Contain administration records including agendas and minutes of meetings, correspondence, directives and guidelines.

Internal/External Reports and Analysis

Procedure and Policy Documentation and Analysis

Project Management and Task Force Documentation

Statistical Analysis

Various Data Bases (product category sales and market share, warehouse/retail store/corporate inventory monitoring system)

Personal Information Banks

Contain information relating to investigations.

Investigative Case Papers

Location: Loss Prevention and Security Department. Legal Authority: Liquor Control Act, R.S.O. 1990, c.L.18, s.3. Information Maintained: Name, address, Social Insurance Number, date of birth, work location, job classification of suspect/perpetrator, details of investigation methods, statements of witnesses and disposition of case. Witness statements include name, address, date of birth and job classification. Uses: Document the process of investigations into criminal acts committed against the LCBO; detail reportable incidents that occur in LCBO premises. Users: Loss Prevention and Security Department staff. Individuals in Bank: LCBO employees who have been investigated for criminal acts against the LCBO. LCBO employees and members of the public interviewed as witnesses. Members of the public involved in reportable incidents that occur on LCBO premises. Retention and Disposal: Not determined.

Record of Investigations

Location: Loss Prevention and Security Department. Legal Authority: Liquor Control Act, R.S.O. 1990, c.L.18, s.3. Information Maintained: Name, address, Social Insurance Number, date of birth, work location, status and disposition of case. Uses: Record investigations and action taken on criminal offences committed against the LCBO. Users: Loss Prevention and Security Department staff. Individuals in Bank: LCBO employees who have been investigated for criminal offences against the LCBO. Retention and Disposal: Not determined.

Finance and Administration Division

The division develops and maintains financial systems for LCBO funds and assets, administers the government's pricing policies, develops cost justification standards, performs post-project financial evaluations, and is responsible for all administrative matters and support services in the LCBO. It is comprised of: Treasury Operations, Accounting Operations, Budgets and Financial Planning; Financial and Policy Planning and Administration.

General Classes or Types of Records

Contain financial, accounting and administrative support information and documentation on LCBO programs.

Accounts Payable and Receivable

Administrative Services Correspondence

Banking

Budget Control Records

Committee Meetings - Minutes
Expense Claims
Financial Statements - Annual Reports
Insurance Claims
Payroll Records
Print, Mail and Messenger Service
Products Pricing Policy Records
Purchase Orders
Records Management
Special Studies and Review Projects
Supplier/Vendor Information and Lists
Visual Identity Records

Manuals

Issued to staff to provide guidelines on accounting procedures, administration and budgeting.

Budget Manual (stores)
General Accounting Procedures
Records and Forms Management

Personal Information Banks

Contain information on employee tax exemptions and applications for vintage courtesy cards.

Garnishment of Wages

Location: Payroll Office. Legal Authority: Liquor Control Act, R.S.O. 1990, c.L.18, s.3. Information Maintained: Name, address, personal financial information. Uses: Determine proper deductions from employee wages due to garnishments. Users: Payroll Office staff. Individuals in Bank: LCBO employees. Retention and Disposal: Not determined.

TD1 Exemption Forms

Location: Payroll Office. Legal Authority: Liquor Control Act, R.S.O. 1990, c.L.18, s.3. Information Maintained: Name, address, Social Insurance Number, date of birth, information relating to dependants, income. Uses: Determine tax exemptions when issuing pay cheques. Users: Payroll Department staff. Individuals in Bank: LCBO employees. Retention and Disposal: Current plus four years, then disposed.

Vintage Courtesy Card Applications

Location: Retail Accounting Department. Legal Authority: Liquor Control Act, R.S.O. 1990, c.L.18, s.3. Information Maintained: Name, address, Social Insurance Number, salary, employment, credit check information, driver's licence number, spouse's name. Uses: Determine suitability of applicant to receive a

vintage courtesy card. Users: Staff of Retail Accounting Department. Individuals in Bank: Individuals applying for vintage courtesy cards. Retention and Disposal: Not determined.

Human Resources Division

The division develops and administers policies and procedures on human resources corporate recognition programs, compensation programs, benefits and employee records, systems development, staffing, employment equity and human rights, planning, training and development, employee relations, negotiation, interpretation and administration of collective agreement, grievance and arbitration proceedings, health and safety and Workers' Compensation Board administration.

The division includes the Vice President's office (Special Projects), Human Resource Standards and Administration (Corporate Compensation and Corporate Benefits), Organizational Development Services (Human Resource Services, which includes Head Office and Regional Offices, Employment Equity, Human Resource Planning and The Training Group), Human Resource Information Systems, Staff Relations/Occupational Health & Safety (Employee Assistance Program, Health Centre, Occupational Health & Safety, Staff Relations and Workers' Compensation).

General Classes or Types of Records

Contain general information relating to benefits, compensation, human resources administration, working conditions, employee relations and human resource planning, development and management.

Benefits (staff and management)
Budgets and Financial Statements
Business Proposals/Plans
Committee Meetings - Minutes and Recommendations
Compensation (staff and management information)
Human Resource Planning (research and comparative information, reports)
Job Classification (systems, surveys)
Recruitment and Selection
Special Studies and Projects (attitude surveys, French language proficiency)
Training and Development (programs and schedules)
Tuition Assistance (applications, reimbursements)

Personal Information Banks

Contain information relating to benefits, compensation, human resources administration, working conditions, employee relations and human resource planning, development and management.

Attendance Recording System

Location: Corporate Benefits and divisional line managers' offices. Legal Authority: Liquor Control Act, R.S.O. 1990, c.L.18, s.3. Information Maintained: Name, Social Insurance Number, date of birth, attendance history. Uses: Record absences and/or hours worked. Users: Line managers, department staff. Individuals in Bank: All permanent, permanent part-time, casual and contract employees. Retention and Disposal: Fifty years from date of termination, then destroyed.

Employee Assistance Program

Location: Health Centre. Legal Authority: Liquor Control Act, R.S.O. 1990, c.L.18, s.3. Information Maintained: Name, address, sex, marital status, date of birth, dependants, telephone number, commencement of employment, referral source, previous treatment, assistance sought, program participation, progress and contact notes. Uses: Provide support and referral services to employees in need of assistance. Users: Employee Assistance Coordinator. Individuals in Bank: Permanent employees. Retention and Disposal: Two years after termination, then destroyed.

Employee Records, Benefits and Compensation (personnel files)

Location: Corporate Benefits and Corporate Compensation, executive offices and divisional line managers' offices. Note: In the case of the Retail Division, duplicate files are maintained in all regional and district offices as well as in stores. In the case of the Distribution Division, duplicate files are maintained in all warehouses. Legal Authority: Liquor Control Act, R.S.O. 1990, c.L.18, s.3. Information Maintained: Name, Social Insurance Number, date of birth, address, telephone number, union affiliation, sex, marital status, tax exemptions, veteran status, spouse's/dependants' information, beneficiaries, insurance and benefits coverage and premiums, education, job applications, employment and remuneration history, present position and work location, routine medical information, injury claims, rehabilitation history, retirement options, vacation, sick time and other leaves of absence data, employment contracts, performance appraisals, merit increase recommendations, discipline reports, memos, correspondence, notes to file (telephone conversations,

questions asked, advice given, miscellaneous performance observations, etc.), tuition assistance requests, training/development details, information release consent forms, termination data, unemployment insurance records, record of inconsistent use/disclosure. Uses: Administer benefits and compensation; prepare payroll; document current employment status; general personnel management administration; record career objectives and development as well as work history. Users: Human Resources staff, line and senior managers, Audit staff, executive offices, LCBO employees. Select information to Payroll Department, Ministry of Government Services (Employee Benefits and Data Services), employees' union, insurance companies. Individuals in Bank: Full-time, part-time, casual and contract LCBO employees. Retention and Disposal: Fifty years after termination, then destroyed.

Employment Equity

Location: Employment Equity Office. Legal Authority: Liquor Control Act, R.S.O. 1990, c.L.18, s.3. Information Maintained: Social Insurance Number, sex, ethnic origin, language(s) spoken, disability/impairment. Uses: Administer Employment Equity Program; compile demographic and other statistical analyses. Users: Employment Equity staff, vice-presidents, executive vice-president. Individuals in Bank: Full- and part-time LCBO employees. Retention and Disposal: Period of employment, then destroyed.

Formal Complaint Information

Location: Divisional vice-presidents' offices, head office. Legal Authority: Liquor Control Act, R.S.O. 1990, c.L.18, s.3. Information Maintained: Notice of formal complaint, name, job classification, start date, department, statement of complaint, name of respondent(s), name of witness(es), third party statements, investigation documents, summary report, recommendations, legal consultation advice, action taken, correspondence. Uses: Record complaints, investigation and action taken. Users: Directors, vice-presidents, LCBO legal counsel, executive offices. Individuals in Bank: Permanent management and excluded staff who have had a formal complaint. Retention and Disposal: Not determined.

Health Centre Information

Location: Corporate Benefits. Legal Authority: Liquor Control Act, R.S.O. 1990, c.L.18, s.3. Information Maintained: Name, address, sex, telephone number, date of birth, Social Insurance Number, marital status, family doctor, medical history, employment history, disability,

job classification, correspondence concerning health problems, time loss, pay rate, current physical condition, general medical information. Uses: Record medical history, present physical and mental condition, ability to perform assigned duties; document disability and absence due to illness or injury; authorize sick leave payments. Users: Health Centre staff. Individuals in Bank: Permanent, part-time and casual LCBO employees. Retention and Disposal: Fifty years after termination, then destroyed.

Human Resources Administration Information

Location: Staff Relations. Legal Authority: Liquor Control Act, R.S.O. 1990, c.L.18, s.3. Information Maintained: Name, address, employment history, memoranda from supervisors, investigation reports on disciplinary matters, file notes, third party statements, store visitation reports, recommendations of the Discipline Committee. Uses: Record investigations, recommendations and action taken on disciplinary matters. Users: Staff Relations personnel, LCBO legal counsel, department heads. Individuals in Bank: LCBO employees. Retention and Disposal: Fifty years after termination, then destroyed.

Human Resources Planning Information

Location: Human Resource Planning. Legal Authority: Liquor Control Act, R.S.O. 1990, c.L.18, s.3. Information Maintained: Name, Social Insurance Number, work location, French language proficiency level, date of birth, employment history, remuneration, education and training, succession data, performance appraisal summaries, career development plans. Uses: Identify employee skills, interests and qualifications for possible development, promotion and work assignment; compile statistical information. Users: Human Resources Planning and Development staff, line and senior managers, Succession Planning Committee. Individuals in Bank: Full-time, part-time, contract and casual LCBO employees. Retention and Disposal: Current plus five years, then destroyed.

Human Rights Information

Location: Employment Equity Office. Legal Authority: Liquor Control Act, R.S.O. 1990, c.L.18, s.3. Information Maintained: Details of discrimination, harassment or other human rights complaints, Ombudsman's investigation material; names of complainant(s), respondent(s), supervisor, manager, witnesses and interested parties; investigation documentation, minutes of meetings, statements,

correspondence, recommendations for resolution. Uses: Document incidents; investigate and resolve complaints. Users: Human Rights staff, senior management. Individuals in Bank: LCBO employees who have lodged complaints. Retention and Disposal: Not determined.

Recruitment/Selection Information

Location: Human Resource Services (head and regional offices). Legal Authority: Liquor Control Act, R.S.O. 1990, c.L.18, s.3. Information Maintained: Name, address, telephone number, date of birth, Social Insurance Number, language skills, education, employment history, work location, job classification, application for employment, application for posted competition, job vacancy postings, test results, job competition criteria (qualifications, interview questions), performance evaluations, character references, employment references, seniority dates, lists of competition candidates, correspondence, recruitment procedure documentation/authorization, security clearance. Uses: Identify candidates for employment opportunities; document recruitment/selection procedure. Users: Human Resources Services staff, line managers, selection panels, senior employees. Individuals in Bank: Applicants, LCBO employees. Retention and Disposal: Applications - 18 months, then destroyed; competition files - current plus two years, then destroyed.

Security Clearance Information

Location: Human Resources Division. Legal Authority: Liquor Control Act, R.S.O. 1990, c.L.18, s.3. Information Maintained: Name, address, Social Insurance Number, date of birth, date and particulars of offence(s), trial date and location, conviction(s), sentence. Uses: Determine suitability for employment. Users: Vice-President, Human Resource Division. Individuals in Bank: Applicants seeking permanent or temporary employment with the LCBO. Retention and Disposal: Eighteen months, then destroyed.

Staff Relations Information

Location: Staff Relations office. Legal Authority: Liquor Control Act, R.S.O. 1990, c.L.18, s.3. Information Maintained: Name, address, telephone number, employment history, work location, job classification, grievance forms, notices, responses, records of meetings, relevant documentation, resolution proposals, correspondence, final disposition of grievance, negotiations. Uses: Document the process and resolution of grievances; identify differences in interpretation/administration of the collective agreement;

Liquor Control Board (LCBO)

identify area of disagreement between employer, employees and the union. Users: Staff Relations and senior Human Resources and management staff, legal counsel. Individuals in Bank: LCBO employees submitting grievances under the collective agreement. Retention and Disposal: Fifty years, then destroyed.

Training and Development Information

Location: The Training Group. Legal Authority: Liquor Control Act, R.S.O. 1990, c.L.18, s.3. Information Maintained: Name; Social Insurance Number; address; work location; job classification; course locations; certificate; diploma; degree; completion results; test scores; reimbursement information; length of service; work telephone number; smoker/non-smoker; workshop participation; correspondence; trainers' schedules. Uses: Record employee's training history; provide information for course eligibility and reimbursement of expenses; develop additional training programs. Users: Human Resources training staff. Individuals in Bank: Full-time, part-time and casual employees. Retention and Disposal: Not determined.

Workers' Compensation Board Information

Location: Health Centre, Corporate Benefits. Legal Authority: Liquor Control Act, R.S.O. 1990, c.L.18, s.3. Information Maintained: Name, address, Social Insurance Number, position classification, pay rate, employment history, details of accidents/injuries, disposition of claims, names of witnesses, name of family doctor, names of medical practitioners consulted, medical information, statements of disability, time loss, appeal information, correspondence, documentation. Uses: Document accidents and injuries; supply information for disposition of claims; authorize leave; record eligibility to resume work. Users: Health Centre and Human Resources staff. Individuals in Bank: Permanent and temporary LCBO employees. Retention and Disposal: Fifty years after termination, then destroyed.

Information Technology Division

Provides information management systems and services to support senior management in meeting the LCBO mission. These services are provided through the:

Central Computing Facilities
Data Resource Management
Distribution Systems
End User Computing
Finance Systems
Human Resource Systems

Information Services
Information Technology Planning Department
Merchandising Systems
Office of the Vice President
Production Services
Quality Assurance
Retail Systems
Systems H.R. Planning
Systems Facilities
Systems Planning and Resources
Technical Services

General Classes or Types of Records

Information is retained on computer systems and facilities, data management, special projects, standards and procedures.

Central Computer Standards and Procedures
Committee Meetings/Minutes
Computer Facilities and Uses
Results of Systems Analyses
Systems Development Standards and Procedures

Personal Information Banks

None

Retail Division

The division is responsible for the operation of retail stores. It comprises Customer Service and Administration, consisting of Regular, Agency and Duty-Free Stores, Distribution Depots and Vintage-Wine Consultant Coordination; Store Planning and Development; and five regional offices.

General Classes or Types of Records

Contain information on the administrative and financial aspects of retail operations including sales and financial records, product and inventory data, budget and expenses.

Administration Records (by store)
Receipts and Inventory (by store)
Refusal Reports
Sales and Financial Records (by store)
Special Occasion Permits

Manuals

Issued to provide guidelines on LCBO store policies and practices, administrative and financial procedures, and customer services.

IMPACT Manual

Personal Information Banks

The following common personal information bank as described in Chapter II of this directory is maintained.

Parking Records

Also contain information relating to agency stores and customer service complaints.

Agency Stores

Location: Agency Stores Office. Legal Authority: Liquor Control Act, R.S.O. 1990, c.L.18, s.3. Information Maintained: Name, address, business background, application forms, licence. Uses: Determine suitability of applicant to operate an agency store under contract. Users: Agency Stores staff, Executive Office, Legal Office, Manuals Department, Finance and Administration Division. Individuals in Bank: Individuals operating agency stores under licence. Retention and Disposal: Not determined.

Customer Service Files

Location: Store managers' offices. Legal Authority: Liquor Control Act, R.S.O. 1990, c.L.18, s.3. Information Maintained: Name, address, telephone number. Uses: Record products purchased and returned. Users: Retail Division staff. Individuals in Bank: Individuals who have purchased and/or returned products carried by the LCBO. Retention and Disposal: Two years, then destroyed.

Distribution Division

This division is responsible for ensuring transportation and warehousing services.

General Classes or Types of Records

Contain information on policy, procedures and documentation relative to customs, traffic, systems, purchasing, inventory and distribution programs and initiatives.

Custom-Bonded Warehouse
Customs and Traffic Documentation
Inventory Records
Policy (for general management)
Private Stock
Purchasing Reports/Records
Systems Documentation
Traffic and Customs

Personal Information Banks

Contain information concerning private stock agents.

Private Stock Agents

Location: Private Stock Department. Legal Authority: Liquor Control Act, R.S.O. 1990, c.L.18, s.3. Information Maintained: Name, address, business background, application forms. Uses: Determine suitability of applicant to operate as a private stock agent. Users: Private Stock Department staff and Legal Office. Individuals in Bank: Individuals seeking authority to operate a private stock agents. Retention and Disposal: Not determined.

Merchandising Division

This division is responsible for marketing research activity, in-store merchandising activity (including store layouts), product management (including selection of products and assortment planning), as well as program development of new merchandising initiatives. It is comprised of the Product Management Department, Quality Assurance, Marketing Research, Promotions and Visual Communications and Product Administration.

General Classes or Types of Records

Contain information relating to the merchandising of liquor products and laboratory analysis.

Customer Surveys
Laboratory Analysis Reports
Market Research
Product Displays
Products and Listings
Promotional Items
Purchases of Spirits, Wine and Beer

Personal Information Banks

None.

LOYALIST COLLEGE OF APPLIED ARTS AND TECHNOLOGY

Head

Chairperson, Board of Governors
Loyalist College of Applied Arts and Technology
Wallbridge-Loyalist Road
P.O. Box 4200
Belleville, Ontario
K8N 5B9
Telephone: (613) 969-1913

Access

Freedom of Information and Privacy Coordinator
Loyalist College
Wallbridge-Loyalist Road
P.O. Box 4200
Belleville, Ontario
K8N 5B9
Telephone: (613) 969-1913

A public reading room for the review of manuals and other information is open during regular college hours in the Anderson Resource Centre on the main floor of the Kente Building, Belleville.

Mandate

Loyalist College offers full- and part-time programs in the fields of technology, business and communications, health sciences, community studies, occupational upgrading, apprenticeship and continuing education.

Organization

Loyalist College is governed by a 17-member Board of Governors, which includes the President as ex-officio member and Secretary-Treasurer. The college is organized into two academic divisions (Applied Arts, Business and Health Sciences, and Technology and Continuing Education) and three administrative divisions (Finance and Administration, Human Resources and Student Services). The main campus is located in Belleville, with other teaching locations throughout the counties of Hastings, Lennox and Addington, Northumberland and Prince Edward.

Divisions

Board of Governors

The Board of Governors consists of 12 appointed members chosen from the external community, four

elected members chosen from the college, and President in an ex-officio capacity. The board's function is to establish goals and policies, and to monitor and evaluate operational and educational results. The board has two standing committees: Academic and Student Affairs, and Finance, Property and Personnel.

General Classes or Types of Records

Contain information relating to the development of policy, the establishment of goals and objectives for the college and the general direction of the college operations.

Bylaws

Membership Register

Minutes of Board and Standing Committees

Personal Information Banks

The following common personal information bank as described in Chapter II of this directory is maintained.

Board of Governors Membership

Office of the President

Appointed by and responsible to the Board of Governors, the President is Chief Executive Officer with full authority to manage and direct the business and educational affairs of the college.

General Classes or Types of Records

Contain information relating to the management of the college, as well as general administrative records, as described in Chapter II of this directory.

Personal Information Banks

None

Applied Arts, Business and Health Sciences Division

The Dean of Applied Arts, Business and Health Sciences, is responsible for the delivery of full-time academic programs in the Information Systems, Business Communications, Community Studies and Health Sciences departments.

General Classes or Types of Records

Contain information relating to the development and delivery of academic programs, as described in Chapter II of this directory.

Personal Information Banks

The following common personal information bank as described in Chapter II of this directory is maintained.

Teacher Workload Records (Standard Workload Form)

Technology and Continuing Education Division

The Dean of Technology and Continuing Education delivers full-time academic programs in the departments of Chemical, Electronics, Environmental and Building as well as part-time continuing education programs. This division also administers government-sponsored skills/academic upgrading programs such as FUTURES and Ontario Basic Skills.

General Classes or Types of Records

Contain information on the development and delivery of academic programs and the delivery of government-sponsored programs listed above, as described in Chapter II of this directory.

Personal Information Banks

The following common personal information banks as described in Chapter II of this directory are maintained.

FUTURES Program Applicants and Participants
Ontario Basic Skills Program Trainees
Ontario Training Incentive Program Trainees
Teacher Workload Records (Standard Workload Form)

Finance and Administration Division

The Director of Finance and Administration provides the college with a variety of administrative support services, including finance and accounting, plant and property management, library and audio-visual services, and purchasing.

General Classes or Types of Records

Contain general administrative records as described in Chapter II of this directory.

Manuals

Issued to teaching and administrative staff and containing policies and procedures governing college operations.

Policy and Procedures Manual

Personal Information Banks

The following common personal information bank as described in Chapter II of this directory is maintained.

Library Users Lists

Student Services Division

This division administers student admissions and registration, and offers a wide range of student services such as counselling, job placement, athletic and fitness programs, and student health services.

General Classes or Types of Records

Contain information relating to the enrolment and registration of students and to the provision of student services listed above, as described in Chapter II of this directory.

Personal Information Banks

The following common personal information banks as described in Chapter II of this directory are maintained.

Co-op, Work Term, Final Job Placements
Graduate and Alumni Records
Health and Medical Records
Ontario Student Assistance Program
Scholarships and Awards
Student Applications
Student Athletics and Fitness Programs
Student Registration and Academic History
Tests, Examinations and Assessments

Human Resource Division

This division provides human resources and personnel management functions for the college, as well as administering the college cafeteria.

General Classes or Types of Records

Contain information relating to the college's human resource function, as described in Chapter II of this directory. Also contain information on the operation of the college's cafeteria.

Personal Information Banks

The following common personal information banks as described in Chapter II of this directory are maintained.

Employee Personnel, Payroll and Benefits Records
Job Competitions and Applications
Ombudsman/Human Rights Commission
Workers' Compensation

MANAGEMENT BOARD OF CABINET

Head

Chair of Management Board
7th Floor, Frost Building South
7 Queen's Park Crescent
Toronto, Ontario
M7A 1Z6
Telephone: (416) 327-2020

Access

Freedom of Information and Privacy Coordinator
Management Board Secretariat
18th Floor, 56 Wellesley Street West
Toronto, Ontario
M7A 1Z6
Telephone: (416) 327-2187



Freedom of Information and Privacy Coordinator
3rd Floor, Frost Building South
7 Queen's Park Crescent
Toronto, Ontario
M7A 1Z5
Telephone: (416) 325-1341
TDD: (416) 965-4343

A public reading room for the review of manuals and other information is open during regular office hours on the fifth floor at 101 Bloor Street West, Toronto.

Mandate

The Management Board of Cabinet is the committee of Cabinet responsible for coordinating the administrative operations of the government. The board operates under the authority of the Management Board of Cabinet Act. It officially represents the government of Ontario as the employer of its public servants.

Organization

The Management Board Secretariat provides staff support to Management Board of Cabinet in matters related to the Management Board of Cabinet Act and the Public Service Act. The Civil Service Commission and five other affiliated agencies report to the Chair of Management Board. Each of these organizations is described separately in this chapter.

The Broader Public Sector - Labour Relations Secretariat provides staff advice to Management Board of Cabinet in broad based issues related to human resources, labour relations and compensation in the broader public sector.

An Advisory Group comprised of labour and management representatives with expertise in the broader public sector has been established by the Secretariat. The Advisory Group provides advice to the Chair of Management Board on policy issues related to the BPS.

MANAGEMENT BOARD SECRETARIAT (MBS)

Mandate

The secretariat provides staff support to the Management Board of Cabinet and develops and promulgates management policies for general administration, organizational structure, and the acquisition and use of technology. The secretariat is the central agency responsible for promoting the best practices in human resources management, and provides advice and support to the ministries. The secretariat develops human resources management policies, programs and initiatives in consultation with ministries, and in support of the business of government. The secretariat also acts on behalf of Management Board of Cabinet, as the employer, in collective bargaining and employee relations matters.

Organization

The secretariat comprises the Office of the Secretary and five operating divisions. Each division maintains its own administration and operations records. The holdings for each division are described in detail in the secretariat record schedules which are available to the public in the Management Board Secretariat reading room.

Divisions

Office of the Secretary

Provides staff support to the Secretary of Management Board who is the Deputy Minister equivalent in the Management Board Secretariat. The office handles all legislative matters, coordinates internal planning and allocation processes, and provides common administrative support services for the secretariat.

General Classes or Types of Records

Contain administrative information for the secretariat as well as material related to special initiatives coordinated through the office.

Personal Information Banks

The following common personal information banks as described in Chapter II of this directory are maintained.

Central Attendance Recording System (CARS)
Employment Application Inventory
General Employment History and Payroll Information
Identity/Employee Card
Integrated Payroll, Personnel and Employee Benefits System (IPPEBS)
Job Competitions
Travel/Expense Accounts

Information Technology Division

Develops and supports corporate strategies and policies to encourage effective use of information technology in the Ontario government, and advises Management Board of Cabinet and other Cabinet committees on the technology aspects of ministry program proposals. The division is organized into two branches: Policy Administration and Strategic Policy.

General Classes or Types of Records

Contain background material concerning technology strategies and policies as well as records related to ministries' technology initiatives submitted to Management Board.

Development and Implementation of Information Technology Strategies and Policies
Management Board Applications, Submissions and Reports Related to Information Technology

Personal Information Banks

None

Management Policy Division

Responsible for the development and administration of management policies other than technology and personnel administration. Advises Management Board of Cabinet and other Cabinet committees on the management policy aspects of ministry program proposals and investigates ways to improve customer service across the Ontario Public Service. The division has five operational units

-Policy Development and Administration Branch,
Freedom of Information and Privacy Branch, the
Advertising Review Board, Corporate Initiatives and the
Customer Service Task Force

General Classes or Types of Records

Contain information relating to the development and implementation of the administrative policies for which it is responsible. Also contain information related to the operations of the Advertising Review Board and the Customer Service Task Force.

Administration Budget
Administrative Policy Material
Advertising Review Board Competitions and Reviews
Applications re Advertising Competitions
Corporate and Ministry Projects on Service Quality
Freedom of Information and Privacy Policy
Information on Service Quality in Other Jurisdictions
Management Board Applications, Submissions, Reports
Opportunities for Development Program
Organizational Policy Material
Senior Management Position Control
Special Studies and Programs

Manuals

Provide directives and guidelines governing the management practices in government and the operations of the Ontario Agency of Record.

Freedom of Information and Protection of Privacy Manual
Mandatory Central Common Services Binder
Management Board of Cabinet Directives and Guidelines
Ontario Agency of Record for Advertising in Ethnic Media
Ontario Agency of Record Manual

Personal Information Banks

Contain information on candidates eligible for cross-ministry consulting projects.

Human Resources and Leadership Planning Division

The division provides corporate leadership and human resources policy, planning and education. It delivers the corporate workforce and employment equity program. The division provides human resource services to the OPS cadre, manages employment funds and provides human resources services for the Management Board Secretariat and Ministers' staff. Within this division there

are four branches: Employee Services, Workforce and Employment Equity, Leadership Planning and Education; and Strategic Education and Development.

General Classes or Types of Records

Contain information on human resource services for the Management Board Secretariat; the design and delivery of training programs; workshops and seminars; including those specifically for senior management; French language evaluation; the development and review of staffing policies; staffing programs management and administration; programs and initiatives to the various client groups; human resources planning for potential and senior management employees; the development and maintenance of the senior management classification and compensation systems; the provision of services to ministries relating to the planning and implementation of senior management organizations and data on public and private sector compensation practices.

Bilingual Testing Materials and Records
Consultation to Ministry
Course Design, Delivery and Cost Recovery
Delegation of Staffing Authority
Employee Information Surveys
Employment Equity Data Base
Employment Equity Policies
Government of Ontario Temporary Administration
Human Resources Policies and Procedures
Monitoring Reports and Statistical Records
Position Descriptions
Relocation Analysis
Senior Management Classification Standards
Senior Management Compensation Policies
Senior Management Compensation Reports and Records
Senior Management Development Program
Senior Management Organization Chart
Senior Management Position Files
Staff Development Policy
Staffing Issues, Policy and Program Development
Staffing Training Materials, Videos and Films
Student Employment Program
Task Force Reports
Training Materials, Videos and Films

Manuals

Issued to human resources branches to provide standards for senior management position evaluation.

Senior Management Compensation Plan Job Evaluation

Personal Information Banks

The Employee Services Branch maintains the following common personal information banks as described in Chapter II of this directory.

Career Planning/Training
Employment Application Inventory
Employment Equity Program
General Employment History and Payroll Information
Identity/Employee Card
Job Competitions
Library Users Lists
Medical Information (Personnel)
Ombudsman/Human Rights Commission
Performance Management
Workers' Compensation

The following common personal information bank is located in the Office of Legal Services in the Ministry of Treasury and Economics.

Litigation Files

Also contain information on the management of senior management employees, corporate human resources planning, staffing, temporary employee payroll and French language training.

Applicants' Test Results

Location: Employee Services Branch. Legal Authority: Public Service Act, R.S.O. 1990, c.P.47, s.4(c) and s.29(1)(c). Information Maintained: Name, applicant number, results of secretarial tests in both French and English. Uses: Maintain a record of the skill level of job applicants, including results of tests. Users: Staff of the Employee Services Branch and ministry Human Resources Branches. Individuals in Bank: Individuals seeking regular or temporary employment in the government. Retention and Disposal: Five years, then destroyed.

Central Staffing Inventories

Location: Employee Services Branch. Legal Authority: Public Service Act, R.S.O. 1990, c.P.47, s.4(c) and s.29(1)(c). Information Maintained: Name, address, employment and educational history. Inventories contain referrals and applications for office, technical, professional and general services jobs. Uses: Provide an inventory of job applicants which ministries may use as part of the hiring process. Users: Staff of the Employee Services Branch and ministry Human Resources Branches. Individuals in Bank: Individuals seeking

regular or contract employment in the government.
Retention and Disposal: Eighteen months, then destroyed.

Corporate Employment Equity Program

Location: Workforce Planning and Employment Equity Branch. Legal Authority: Public Service Act, R.S.O. 1990, c.P.47, s.4(c). Information Maintained: Name, Social Insurance Number, date of birth, job classification and title, salary, work location, voluntary data on employee racial minority status, gender, disability, French language and aboriginal status. Uses: Monitor progress of designated groups to establish employment equity for designated group members in the areas of recruitment, promotion, training and career mobility. Users: Staff of the Workforce Planning and Employment Equity Branch and Human Resources Services Section, management in the Management Board Secretariat. Individuals in Bank: Participants in the "I Count" census and the "Workforce Profile" survey. Retention and Disposal: Employment work period, then destroyed.

Employees Returning from Long-Term Disability

Location: Employee Services Branch. Legal Authority: Public Service Act, R.S.O. 1990, c.P.47, s.29(1)(d); Collective Agreement on Working Conditions and Benefits, Article 42. Information Maintained: Name, employment and educational history. Uses: Administer the placement program for government employees returning to work from long-term disability. Users: Staff of the Employee Services Branch and ministry Personnel/Human Resources Branches. Individuals in Bank: Individuals returning from long-term disability and participating in rehabilitative employment. Retention and Disposal: Two years, then transferred to archives.

Employment Application Inventory

Location: Leadership Planning and Education Branch. Legal Authority: Public Service Act, R.S.O. 1990, c.P.47, s.4(c) and s.6(1). Information Maintained: Letters of application, resumes. Uses: Identify potential candidates for senior management positions. Users: Staff of the Leadership Planning and Education Branch. Individuals in Bank: Applicants for provincial government senior management jobs. Retention and Disposal: Six months, then destroyed.

French Language Proficiency Evaluation

Location: French Training and Evaluation Services. Legal Authority: Public Service Act, R.S.O. 1980,

c.418, s.4(c) and (f). Information Maintained: Name, ministry, employment and evaluation data. Uses: Evaluate the French language proficiency of employees/candidates referred by ministries; provide the results to ministries for the planning of language training. Users: Staff of French Language Training and Evaluation Services, Language Training/Language Evaluation Coordinators, managers and Personnel/Human Resources Branches in ministries. Individuals in Bank: Government employees and candidates for competitions for whom language proficiency evaluation has been requested. Retention and Disposal: Two years, then transferred to archives.

GO Temporary Employees

Location: Employee Services Branch. Legal Authority: R.R.O. 1980, Reg. 881, s.6(i) and (iii); Crown Employees Collective Bargaining Act, R.S.O. 1980, c.108, s.18(b). Information Maintained: Name, employment and educational history, record of temporary assignments and appraisal of work performance. Uses: Determine appropriate assignment of employees registered in the government's temporary staff service; monitor work performance. Users: Staff of the Employee Services Branch. Individuals in Bank: Individuals employed in the government's temporary services program. Retention and Disposal: Seven years after termination, then destroyed.

GO Temporary Payroll

Location: Employee Services Branch. Legal Authority: R.R.O. 1980, Reg. 881, s.6(i) and (iii). Information Maintained: Name, address, Social Insurance Number, hours worked, pay level. Uses: Issue pay cheques; compile statistical reports; monitor temporary employment activity; confirm employment and earnings record. Users: Staff of the Employee Services Branch, Pensions and Benefits Administration Branch, Ministry of Government Services, Ministry of Treasury and Economics and ministry Personnel/Human Resources and Finance Branches. Individuals in Bank: Individuals employed in the government's temporary services program. Retention and Disposal: Paper and microfilm retained seven years, then transferred to archives. Computer files retained five years, then destroyed.

Potential Executive Employees' Work History and Career Information

Location: Leadership Planning and Education Branch and deputy ministers' offices. Legal Authority: Public Service Act, R.S.O. 1990, c.P.47, s.10(2) to (4), s.25

and s.4(f). Information Maintained: Name, work history, skills profiles, career information forms. Information relating to appointment and payroll transactions is maintained at the ministry level. Uses: Maintain a record of the potential senior management employee's work history; provide information for possible job and developmental opportunities. Users: Staff of the Leadership Planning and Education Branch, Cabinet Office, Executive Development Committee, and the deputy minister of the employee. Individuals in Bank: Ontario public servants and Crown employees assessed as having senior management potential. Retention and Disposal: Fifty years after termination, then destroyed; select files to archives.

Senior Management Acting Assignments

Location: Leadership Planning and Education Branch. Legal Authority: R.R.O. 1980, Reg. 881, s.4(2) and (3). Information Maintained: Name, address, information on acting positions, assignment and payroll documents. Uses: Maintain a consolidated record of all acting assignments to senior management positions; provide statistical data. Users: Staff of the Leadership Planning and Education Branch, select staff at Pension and Benefits Administration Branch, Ministry of Government Services, Deputy Minister, Cabinet Office, select ministry officials as designated by the Deputy Minister. Individuals in Bank: Current and potential government senior management employees. Retention and Disposal: One year, then destroyed.

Senior Management Compensation Record

Location: Leadership Planning and Education Branch, Executive Resources Branch, Cabinet Office, and deputy ministers' offices. Legal Authority: Public Service Act, R.S.O. 1990, c.P.47, s.4(d). Information Maintained: Name, basic employee salary data including pay levels and retirement forecasts. Uses: Maintain a consolidated listing of senior management salaries and retirement information. Users: Staff of the Leadership Planning and Education Branch, select staff at Pension and Benefits Administration Branch, Ministry of Government Services, Cabinet Office, Executive Development Council, Provincial Auditor, Deputy Ministers. Individuals in Bank: Government senior management employees, current and acting. Retention and Disposal: One copy retained in Leadership Planning and Education Branch for 15 years, then destroyed; all other copies retained for current year, then destroyed.

Senior Management Employees' Work History and Career Information

Location: Leadership Planning and Education Branch and deputy ministers' offices. Legal Authority: Public Service Act, R.S.O. 1990, c.P.47, s.10(2) to (4), s.25 and s.4(f). Information Maintained: Name, work history, appointment, payroll, performance data, skills profiles, career information forms. Uses: Maintain a record of the senior management employee's work history; provide information for possible job and developmental opportunities. Users: Deputy Minister, Leadership Planning and Education Branch staff, Strategic Education and Development staff, Cabinet Office, Executive Development Committee. Individuals in Bank: Government senior management employees. Retention and Disposal: Fifty years after termination, then destroyed; select files to archives.

Senior Management Planning Inventory

Location: Leadership Planning and Education Branch, Executive Resources Branch, Cabinet Office, and deputy ministers' offices. Legal Authority: Public Service Act, R.S.O. 1990, c.418, s.4(c) and (f); R.R.O. 1980, Reg. 881, s.22. Information Maintained: Job title, pay level, assessment of potential. Uses: Provide a consolidated listing of information on senior management and potential senior management; identify potential candidates for senior management jobs. Users: Staff of the Leadership Planning and Education Branch, Cabinet Office, Deputy Ministers, Executive Development Council. Individuals in Bank: Current and potential government senior management employees. Retention and Disposal: One copy retained in Leadership Planning and Education Branch for three years, then destroyed; all other copies retained for current year, then destroyed.

Senior Management Transaction Register

Location: Leadership Planning and Education Branch. Legal Authority: Public Service Act, R.S.O. 1980, c.418, s.4(d). Information Maintained: Name, previous and current job, duration of assignment. Uses: Document senior management employee movement; provide statistical data. Users: Staff of the Leadership Planning and Education Branch. Individuals in Bank: Current government senior management employees. Retention and Disposal: Three years, then destroyed.

Surplus Employees

Location: Employee Services Branch. Legal Authority: Public Service Act, R.S.O. 1990, c.P.47 s.29(l)(p); R.R.O. 1980, Reg. 881, s.19; Collective Agreement on Working Conditions and Benefits, Article 24.

Information Maintained: Name, employment and educational history, actions taken toward job re-assignment. Uses: Determine eligibility of surplus employees for government jobs; monitor activity in the government. Users: Staff of the Employee Services Branch and ministry Human Resources Branches. Individuals in Bank: Government employees identified as surplus. Retention and Disposal: Two years, then transferred to archives.

Employee Relations and Compensation Division
Responsible for negotiations with public sector unions on behalf of Management Board of Cabinet and the coordination of occupational health and safety policies, programs and the establishment, development and maintenance of corporate policies and programs for job evaluation; salary; benefits administration and pay equity for government employees. Within this division there are three branches: Employee Relations, Compensation Policy and Compensation Programs.

General Classes or Types of Records

Contain information on the development and review of all policies relating to benefits and pension plans in the Ontario Public Service, policies and procedures governing the application and administration of the classification and pay systems, the development and application of classification standards, collective bargaining and other employee relations matters, and the development and delivery of labour relations policy and compensation practices.

Arbitration Awards and Employee Benefits Negotiations
Arbitration Briefs and Awards
Benefits Policy and Program Development
Benefits Review Committees
Classification and Compensation Standards
Classification Policies and Programs
Classification Standards Development and Project
Collective Bargaining Negotiation
Compensation Reports and Records
Delegation of Classification Authority
Insurance Plans Monitoring
MBS Corpay Implementation
Ministry Organization Charts Authority Description
Ministry Position Administration Activity
Ministry Strategic and Operational Human Resources Plan
Monitoring Reports
Occupational Health and Safety
Pay Administration Policy

Pay Equity Plans
Public Sector Pension Plan Policies
Research and Statistical Information
Survey Information and Legislative Trends
Wage and Salary Survey

Manuals

Issued to administrators in personnel, payroll, administrative branches of ministries and line managers to provide detailed guidance and administrative direction on personnel policies and procedures, to ensure the correct application and administration of benefits and to provide standards for position evaluation.

Bargaining Unit and Excluded Class Standards
Benefits Administrator's Manual
Class Salary Schedules
Lawyers' Compensation Plan Standards
Management Compensation Plan Evaluation Standards
Ontario Manual of Administration, Vol. 2

Computer Software

SMG Compensation Data Base
SMG Job Evaluation (COMPEAT)
SMG Position Description Data Base

Personal Information Banks

Deputy Minister Database

Location: Compensation Policy Branch. Legal Authority: OIC 1849/91. Information Maintained: Records of active and former Deputy Ministers with entitlement and potential entitlement to benefit from the Deputy Ministers Supplementary Benefit Account. Data includes personal, service and salary history. Uses: Provide estimates of pension entitlements to active Deputy Ministers through HRLPD. Prepare Statements of Pension Entitlement upon termination of deputy. Data forms basis for actuarial valuation. Users: Branch Staff. Shared upon request with authorized officers of HRLPD. Individuals in Bank: Current deputy ministers, former deputy ministers in receipt of benefits from Deputy Ministers' Supplementary Benefit Account. Retention and Disposal: Records retained for as long as the deputy is eligible for potential benefits from the Deputy Ministers' Supplementary Benefit Account or in receipt of benefits from it.

Grievances and Applications

Location: Employee Relations Branch. Legal Authority: Crown Employees Collective Bargaining Act, and Collective Agreements. Information Maintained: Name, ministry, hire date, submissions related to claim that rights under collective agreement were violated. Uses: Document the grievance appeal process. Users: Employee Relations Branch. Individuals in Bank: Government employees who have submitted grievances to Grievance Settlement Board. Retention and Disposal: Not retained after initial review.

Insurance Benefits Review

Location: Compensation Programs Branch. Legal Authority: Collective Agreement on Working Conditions and Benefits, Article 46; Memorandum of Understanding with the Ontario Provincial Police Association, Article 32; Civil Service Commission. Information Maintained: Name, submissions relating to insurance benefits claims which have not been resolved through the normal claim process, decisions of the insurance benefits appeal committees. Uses: Document the insurance benefits appeal process. Users: Staff of the Compensation Programs Branch. Individuals in Bank: Government employees who have submitted appeals to decisions on insurance benefit claims. Retention and Disposal: Five years after decision, then destroyed.

Strategic Management and Services Division

This division is responsible for the strategic management of issues and provides corporate coordination; planning and central services for the secretariat's activities. Within this division there are two branches and two sections: Corporate Policy Coordination and Communications; and Technology and Information Management branches. The two separate sections are Management Services and Support; and Financial Management and Planning.

General Classes or Types of Records

Contain information on general administrative and financial matters, Management Board, Treasury Board, and Cabinet Committee materials, computer and information systems for the Secretariat, the communication of the secretariat's policies, programs and initiatives to the various client groups, the strategic coordination of issues, policy coordination and corporate liaison, strategic and operational planning, centralized research, technology management within the secretariat, personnel advertising for the Ontario Government, and corporate projects.

External Recruitment Advertising
Financial Planning and Monitoring
Freedom of Information and Privacy
Human Resources Audit Guidelines
Human Resources Management Directives and Guidelines
Job Advertising Policies for External Media and Job Mart
Management Board/Cabinet/Treasury Board Liaison
Monitoring Reports and Statistical Records
Operational Planning
Research
Strategic Planning
Task Force Reports
Topical and Job Mart Publications
Training Materials, Videos and Films

Manuals

Issued to ministry staff to provide directives and guidelines governing administrative practices in the Management Board Secretariat.

Principles, Practices and Procedures Manual

Personal Information Banks

The following common personal information banks as described in the introduction to this directory are maintained.

Freedom of Information and Protection of Privacy Act Requests
Parking Records
Quarter Century Club Membership Records
Travel/Expense Accounts

BROADER PUBLIC SECTOR - LABOUR RELATIONS SECRETARIAT (BPS-LRS)

Mandate

The secretariat provides staff advice to the Management Board of Cabinet. It develops labour relations and compensation policies for the broader public sector (BPS).

The secretariat encourages appropriate collective bargaining outcomes in the BPS; recommends sectoral approaches to labour relations/HR reforms in the BPS and assists with the labour relations implications of sector restructuring.

It has a three-year mandate, which ends after fiscal year 1994/95.

Organization

The secretariat comprises the Office of the Deputy Minister and Office of the Assistant Deputy Minister. Each office maintains its own administration and operations records.

Division

Office of the Deputy Minister

Provides staff support to the Deputy Minister of the Broader Public Sector - Labour Relations Secretariat. The office handles all legislative matters, coordinates internal planning and allocation processes, and administrative support services for the secretariat.

General Classes or Types of Records

Contain administrative information for the secretariat as well as material related to special initiatives coordinated through the office.

Personal Information Banks

The following common personal information banks as described in Chapter II of this directory are maintained.

Central Attendance Recording System (CARS)
Employment Application Inventory
General Employment History and Payroll Information
Integrated Payroll, Personnel and Employee Benefits System (IPPEBS) Reports
Job Competitions
Travel/Expense Accounts

Assistant Deputy Minister BPS-LRS

Responsible for the development and policies related to labour relations and compensation in the broader public sector.

Makes recommendations to Management Board on policies that encourage appropriate collective bargaining outcomes,

labour relations and human resources reforms, and labour relations implications of sector restructuring in the Broader Public Sector.

Advises Management Board of Cabinet, Treasury Board and other Cabinet committees on the labour relations implications of ministry proposals related to the BPS.

General Classes or Types of Records

Contain information relating to the development and review of policies related to labour relations and compensation in the BPS.

ADMs Council on Labour Relations
Administrative and Financial
Advisory Group on Labour Relations
BPS Compensation Policy and Program Development
BPS Labour Relations Policy and Program Development
Cabinet Committee Meetings
Labour Relations and Compensation Reports and Records
OPS Compensation/Labour Relations Issues
OPS Committee Meetings
Research and Statistical Information
Staff Background Papers on Labour Relations and Compensation in the BPS
Survey Information and Trends

Personal Information Banks

None.

Affiliated Agencies

Civil Service Commission (CSC)

The Civil Service Commission, which consists of a chairman and three commissioners, monitors the performance of the government as an employer, with emphasis on maintaining the merit principle. In addition, the commission is responsible for developing corporate values on matters such as conflict of interest and employee ethics.

General Classes or Types of Records

Contain information related to the administration and operation of the commission.

Civil Service Commission Annual Reports
Commission Meeting Minutes
Personnel Policy
Statistical Summaries of Certificates of Appointment to Government

Management Board (MBC)

Personal Information Banks

None

Ontario Provincial Police Grievance Board

The Ontario Provincial Police Grievance Board is solely responsible for the adjudication of grievances and disputes concerning working conditions and terms of employment covered by the Memorandum of Understanding between the Province of Ontario and the Ontario Provincial Police Association, the regulations under the Public Service Act and the Manual of Administration. The board is appointed by the Lieutenant Governor in Council and is composed of a chairman, one member designated by the Ontario Provincial Police Association and one member designated by the Solicitor General.

General Classes or Types of Records

Contain information related to the administration and operations of the board.

Grievance Decisions

Personal Information Banks

None

Ontario Provincial Police Negotiating Committee

The Ontario Provincial Police Negotiating Committee is solely responsible for the negotiations between the Ontario Provincial Police Association and Management Board of Cabinet on matters relating to terms and conditions of employment including rates of remuneration, hours of work, overtime and other premium allowances for work performed, benefits, insurance plans, leaves of absence and the methods of effecting promotions, demotions, transfers, lay-offs and re-appointments. The committee is appointed by the Lieutenant Governor in Council and is composed of a chairman, three staff members of the Ontario Provincial Police and three civil servants representing the employer.

General Classes or Types of Records

Contain information related to the administration and operations of the committee.

Committee Meeting Minutes

Negotiation Agreements

Personal Information Banks

None

METRO TORONTO CONVENTION CENTRE CORPORATION

Head

President and Chief Executive Officer
255 Front Street West
Toronto, Ontario
M5V 2W6
Telephone: (416) 585-8000

Access

Freedom of Information and Privacy Coordinator
Metro Toronto Convention Centre
255 Front Street West
Toronto, Ontario
M5V 2W6
Telephone: (416) 585-8000



A reading room for the review of manuals and other information is open during regular office hours at 255 Front Street West, Toronto.

Mandate

The Metropolitan Toronto Convention Centre is a national and international convention, trade show and multi-purpose facility that was developed with the primary objective of promoting and facilitating events and activities that generate economic benefits to the city and the province. Additionally, the centre provides services and facilities to serve the needs of both provincial and local activities that promote community business.

Organization

The centre is organized into four divisions: Finance and Administration, Operations, Sales, and Food and Beverage. These divisions report to the President and Chief Executive Officer who, in turn, is responsible to the Board of Directors. Each division maintains its own administrative and operational files.

Divisions

Finance and Administration Division

Provides direction and management for the financial and administrative functions of the centre including: personnel, payroll, accounting, purchasing, credit, office services, and systems.

General Classes or Types of Records

Contain the necessary administrative and financial information to develop and implement management policies and procedures.

Corporate Policies

Credit
Finance
Government/Legal

Manuals

An administration manual outlining company policies and procedures is issued to senior management. A manual outlining standards and company rules and regulations is issued to all full-time staff.

A Guide for Employees

Personal Information Banks

Generally used in personnel- and payroll-related functions. Also related to service contracts, purchase orders and tenders. Used for general administrative and accounting purposes.

Personnel Files

Location: Metro Toronto Convention Centre. Legal Authority: Metropolitan Toronto Convention Centre Act, R.S.O. 1990, c.M.11. s.8 Information Maintained: Employee name, address, telephone number, medical information, employment history, salary, references, evaluations. Uses: Maintain necessary information for hirings, terminations, promotions, etc.; effectively administer personnel and related functions of the centre. Users: Personnel, payroll and senior managers. Individuals in Bank: Employees of the centre. Retention and Disposal: Not determined.

Payroll Files

Location: Metro Toronto Convention Centre. Legal Authority: Metropolitan Toronto Convention Centre Act, R.S.O. 1990, c.M.11. s.8 Information Maintained: Employee name, address, telephone number, yearly earnings and deductions information. Uses: Determine correct pay and deductions for employees. Users: Payroll and senior accounting staff, auditors. Individuals in Bank: Employees of the centre. Retention and Disposal: Not determined.

Employment Applications

Location: Metro Toronto Convention Centre. Legal Authority: Metro Toronto Convention Centre R.S.O. 1990, c.M.11, s.8 Information Maintained: Letters of application, resumes, application forms, which are filed by name. Uses: Identify potential candidates for

Metro Toronto Convention Centre (MTCCC)

vacancies. Users: Personnel staff, department managers. Individuals in Bank: Applicants for vacant positions. Retention and Disposal: Six months, then destroyed.

Operations Division

Coordinates the various departments under its control (Maintenance, Parking, Security, Cleaning, Communications and Event Services) as well as the contract services that contribute to the smooth overall functioning of the centre. Also provides liaison with and support to clients in planning, executing and servicing their needs.

General Classes or Types of Records

Contain information on each department and its transactions with clients and contractors.

Centre Rules and Regulations

Clients
Contractors
Departments

Manuals

Each department issues a procedures manual.

Personal Information Banks

Contain information related to the medical treatment of employees.

Nursing Files

Location: Metro Toronto Convention Centre. Legal Authority: Metro Toronto Convention Centre, R.S.O. 1990, c.M.11, s.8. Information Maintained: Employee name, department, medical information. Uses: Maintain information supplied by employees to ensure continuity of medical treatment. Users: Nurse. Individuals in Bank: Employees who have consulted the nurse. Retention and Disposal: Not determined.

Sales Division

Responsible for the marketing and sale of the centre in order to develop and maintain convention and trade show business from Canadian, American and international associations and corporations.

General Classes or Types of Records

Contain material necessary to fully service pending and potential clients' needs.

General Business Files

Personal Information Banks

None

Food and Beverage Division

Major responsibility is to provide food and beverage of uncompromising quality to a broad market in the corporate and private sectors attending functions at the centre. Also responsible for the activities of the Stewarding Department.

General Classes or Types of Records

Contain general business information.

Personal Information Banks

None

MOHAWK COLLEGE OF APPLIED ARTS AND TECHNOLOGY

Head

Chair, Board of Governors
Mohawk College of Applied Arts and Technology
Fennell Avenue and West 5th Street
P.O. Box 2034
Hamilton, Ontario
L8N 3T2
Telephone: (416) 585-2067

Access

Freedom of Information and Privacy Coordinator
Mohawk College of Applied Arts and Technology
Fennell Avenue and West 5th Street
P.O. Box 2034
Hamilton, Ontario
L8N 3T2
Telephone: (416) 575-2067



A public reading room for the review of manuals and other information is open during regular office hours in the corporate offices, Room C111, Fennell Campus, Hamilton.

Mandate

Mohawk College provides educational programs in the fields of technology, applied arts, business, health sciences, skills and related areas. These are designed to benefit career- and employment-oriented secondary school graduates, adults and out-of-school youth, mainly from the Hamilton, Brantford and Brant County areas.

Organization

Mohawk College is operated by a Board of Governors, through the President. Reporting to the President are five operating divisions: Academic, Finance and Planning, Physical Resources, Student Services, and Contract Services; and three support functions: Community Relations, Human Resources and Physical Resources. Head office is the Fennell Campus in Hamilton. The college operates seven other major campuses: Brantdale, Chedoke, and Wentworth in Hamilton; Stoney Creek and Hamilton Industrial Training Centre in Stoney Creek; Brant-Elgin and Brant-Colborne in Brantford, plus many smaller campuses and information centres throughout the Hamilton, Brantford and Brant County area.

Divisions

Board of Governors

The Board of Governors is appointed by the Ontario Council of Regents, and is responsible for setting and controlling overall policy for Mohawk College, for the evaluation of the college mission and direction, for the setting of corporate goals and for the development and maintenance of appropriate corporate controls.

General Classes or Types of Records

Contain information relating to the development of policy, the establishment of goals and objectives for the college and the general direction of college operations.

Bylaws

Minutes of Board and Standing Committees

Policies

Personal Information Banks

None

President's Office

The President's Office, with the full authority of the Board of Governors, directs the business and academic affairs of Mohawk College. The Mohawk College Foundation and the Students' Union Corporation are independent organizations that operate at the direction of the college Board of Governors.

General Classes or Types of Records

Contain information on the management of the college, the coordination of fundraising activities, the operation of the student union and physical resources.

Manuals

Issued to college staff regarding policies and procedures governing the college's operations.

Policy and Procedures

Personal Information Banks

The following personal information banks as described in Chapter II of this directory are maintained.

Board of Governors Membership

Employee Personnel, Payroll, and Benefits

Ombudsman/Human Rights Commission

Vocational Testing and Counselling

Academic Division

The Vice President, Academic is responsible for the policy, planning, operation and direction of academic programs within Mohawk College Learning Resources; and the

operation of committees and task forces as appropriate to the development and monitoring of programs.

General Classes or Types of Records

Contain operational records as described in Chapter II of this directory relating to the development and delivery of academic programs. Also contain information on services offered to clients through special academic programs.

Hawk's Nest Restaurant - Operations
Motor Vehicle Repair - Client Services

Personal Information Banks

The following personal information banks as described in Chapter II of this directory are maintained.

Day Care Registrants
Teacher Workload Records (Standard Workload Form)

Also contain information relating to users of Mohawk services, and clients of Educational Research and Curriculum Development Services.

College Services Clients - Motor Vehicle Repair, Hawk's Nest Restaurant

Location: Mohawk College, Fennell Campus. Legal Authority: Ministry of Colleges and Universities Act, R.S.O. 1990, c.M.19, s.5. Information Maintained: Name of client, address, telephone number, type of service required, service supplied, details of work done, account and fee paid, special services/arrangements. Uses: Maintain a record of clients and work performed; assess progress of students performing services. Users: Manager and staff of department offering services as part of academic program. Individuals in Bank: Clients of academic program. Retention and Disposal: Not determined.

Educational Research and Curriculum Development Services Clients

Location: Mohawk College, Fennell Campus. Legal Authority: Ministry of Colleges and Universities Act, R.S.O. 1990, c.M.19, s.5. Information Maintained: Name, address, date of birth, service information, status in college, project information. Uses: Maintain a record of clients. Users: Educational Research and Curriculum Development Services staff. Individuals in Bank: Educational Research and Curriculum Development Services clients. Retention and Disposal: Not determined.

Finance and Planning

The Vice President, Finance and Planning is responsible for policy and administrative support services in non-

academic areas such as audit and finance, payroll and accounts, and planning services.

General Classes or Types of Records

Contain general administrative and operational records as described in Chapter II of this directory.

Personal Information Banks

None

Student Services

The Vice President, Student Services is responsible for policy and administrative support services in all matters affecting students outside the classroom, laboratory and field trip involvement. These are cooperative education programs, counselling and career development, the Registrar's Office, athletics, medical services, student council and social activities.

General Classes or Types of Records

Contain operational records as described in Chapter II of this directory relating to the enrolment and registration of students, and the provision of student services listed above.

Personal Information Banks

The following personal information banks as described in Chapter II of this directory are maintained.

Co-op, Work Term, Final Job Placements
FUTURES Program Applicants and Participants
Ontario Basic Skills Program Trainees
Ontario Training Incentive Program Trainees
Ontario Student Assistance Program
Student Appeals (disciplinary, administrative, academic)
Student Applications
Student Athletics and Fitness Programs
Student Counselling
Student Registration and Academic History

MINISTRY OF MUNICIPAL AFFAIRS

Head

Minister of Municipal Affairs
17th floor, 777 Bay Street
Toronto, Ontario
M5G 2E5
Telephone: (416) 585-7000

Access

Freedom of Information and Privacy Coordinator
Ministry of Municipal Affairs
777 Bay Street
Toronto, Ontario
M5G 2E5
Telephone: (416) 585-7000

A public reading room for the review of manuals and other information is open during regular office hours on the second floor at 777 Bay Street, Toronto.

Mandate

The ministry is responsible for providing a framework and directions within which local governments can meet the needs of the people of Ontario and plan for the future of their communities by promoting and ensuring strong local governance, by guiding development in accordance with provincial objectives and policies, and by ensuring that the province and the municipalities work together in the best interests of the people of Ontario.

Organization

The ministry is organized into three divisions (Municipal Policy Development, Municipal Operations and Corporate Management Services) with other branches that report directly to the Deputy Minister (Strategic Planning and Intergovernmental Relations, the Ontario Municipal Audit Bureau and Legal Branch). Responsibility for the Ontario Municipal Board has been transferred to the Ministry of Municipal Affairs.

Divisions

The Ministry of Housing provides central human resource, financial, communications and administrative services and maintains the following common personal information banks as described in Chapter II of this directory. This information is also maintained within individual branches.

Career Planning/Training
Central Attendance Recording System (CARS)
Employment Application Inventory
Employment Equity Program
General Employment History and Payroll Information
Grievances and Applications
Identity/Employee Card
Integrated Payroll, Personnel and Employee Benefits System (IPPEBS)
Job Competitions
Library Users Lists
Medical Information (Personnel)
Ombudsman/Human Rights Commission
Parking Records
Performance Management
Travel/Expense Accounts
Workers' Compensation

Municipal Policy Development Division

The Municipal Policy Development Division is responsible for all policy development including land use policy development, provincial programs, local government structure, municipal boundaries, powers and authority, and municipal finance policy.

General Classes or Types of Records

Contain information relating to local government structure, municipal representation, special purpose bodies, municipal powers and authorities, accountability and ethics in local government, and community land use planning and development.

Background Information on Community Planning and Development
Parkway Belt and Amendments
Planning Studies
Policy Statements on Land Use and Related Guidelines

Personal Information Banks

None

Municipal Operations Division

The Municipal Operations Division is responsible for all program design, development, coordination, monitoring and delivery on behalf of the ministry. Through 10 regional offices, staff assist in local planning, municipal government structure studies, financial, administrative and other advisory activities to support municipal decision making. In addition, the division is responsible for resolving and implementing inter-municipal boundary issues, municipal restructuring initiatives and local government studies in Northern Ontario. The division provides planning and approvals advice concerning official plans and amendments, subdivision and

condominium applications, Minister's consent orders and zoning orders. In addition, it supports community renewal initiatives, and education and training programs.

General Classes or Types of Records

Contain municipalities' demographic, financial, service and program-related information on the Municipal Analysis and Retrieval System (MARS) data base, information relating to community development, community land use planning and development, negotiation positions, and information related to municipal boundary and boundary-related disputes.

Agreements with Municipalities
Bulletins and Publications
Business Improvement Area Program and Association
Community Improvement Policies
Consultants' Reports
Grant Programs to Municipalities
Grants - Commercial Area Improvement Program
Grants - Community Planning Grants Program
Grants - Municipal Education and Training
Grants - Ontario Neighbourhood Improvement Program
Grants - Planning Administration Grants Program
Grants - Program for Renewal, Improvement, Development and Economic Revitalization (PRIDE)
Grants - Summer Experience Program
Minister's Zoning Orders and Amendments
Municipal Directories
Municipal Financial and Management Information
Municipal Maps
Official Plans and Amendments - Approvals (municipal and regional)
Official Plans and Amendments - Planning Areas in the North
Property Standards (municipal maintenance and occupancy bylaws)
Provincial-Municipal Relations
Review and Processing of Restructuring and Boundary Files, Cabinet Submissions and Regulations
Subdivision and Land Severance - Approvals
Tax Registration Documents
Zoning Bylaws and Amendments - Municipal

Manuals

Issued to staff to provide directives relating to the criteria for grant applications, various financial and administrative functions of municipalities, and ministry programs.

A Guide to the Municipal Boundaries Negotiations Act
Basic Accounting Package (BACPAC)

Boundaries Bulletin
Business Area Improvement Manual
Commercial Area Improvement Program Administration Guide
Community Planning Grants
Guidelines for Disaster Relief Committees
Municipal Education and Training Grants
Municipal Financial Reporting Handbook
Ontario Neighbourhood Improvement Program Administration Guide
Planning Administration Grants
Plans Administration Branch Planning Operations
Plans Administration Policies and Procedures
Program for Renewal, Improvement, Development and Economic Revitalization Administration Manual for Municipalities

Personal Information Banks

Contain information to facilitate the appointment of individuals to local government boards.

Planning Board Memberships

Location: Field Management Branch. Legal Authority: Planning Act, R.S.O. 1990, c.P.13, s.9 and s.10.

Information Maintained: Name, address, community experience. Uses: Decide eligibility for membership.

Users: Minister of Municipal Affairs. Individuals in Bank: Applicants for membership on some planning boards. Retention and Disposal: Until membership ends, then files transferred to archives

Improvement District Trustee Memberships

Location: Field Management Branch. Legal Authority: Municipal Act, R.S.O. 1990, c.M.45, s.351. Information Maintained: Name, address, community experience,

employment, and (if volunteered by the applicant) date of birth, marital status, education. Uses: Determine eligibility for membership. Users: Minister of Municipal Affairs. Individuals in Bank: Applicants for membership. Retention and Disposal: Until membership ends, then transferred to archives.

Line Fence Reference and Deputy Referee Appointments

Location: Field Management Branch. Legal Authority: Line Fences Act, R.S.O. 1990, c.L.17, s.27(2).

Information Maintained: Name, address, community experience, employment, and (if volunteered by the applicant) date of birth, marital status, education. Uses: Determine eligibility for appointment. Users: Minister of Municipal Affairs. Individuals in Bank: Applicants for appointment. Retention and Disposal: Until appointment ends, then transferred to archives.

Corporate Management Services Division

The Corporate Management Services Division provides specific support services to the ministry by developing the French language capability within the ministry, managing the ministry's information and technology resources, and administering grant programs to municipalities and other ministry clients. The division also manages the work planning and resource allocation processes for the ministry as well as freedom of information.

General Classes or Types of Records

Contain information relating to the preparedness of the ministry to comply with the French Language Services Act and for promoting French language services to municipalities.

Documentation on Status of Bilingual Ministry Personnel
Statistical Information on Designated Municipalities

Manuals

Issued to staff to administer the Freedom of Information and Protection of Privacy Act, to provide directives and guidelines for the use of the MARS data base and relating to the criteria for grants applications, and various financial and administrative functions and ministry programs.

Personal Information Banks

The following common personal information bank as described in Chapter II of this directory is maintained.

Freedom of Information and Protection of Privacy Act Requests

Also contain information relating to applicants for municipal tax rebates, grants or loans under several programs, subsidized wages programs to study or work for local government, records on property liens to cover loans and property taxes paid on behalf of tenants of provincially owned property.

Conservation Land Tax Reduction Program

Location: Subsidies Branch. Legal Authority: Order in Council 2033/88. Information Maintained: Name, address, assessment roll number, assessed value, tax amount, acreage, citizenship, pensioner and tax-payment status for properties identified as conservation land in Ontario. Uses: Decide eligibility for rebates on property taxes. Users: Staff of the Ministry of Municipal Affairs and Ministry of Natural Resources. Individuals in Bank:

Owners of property identified as conservation land in Ontario. Retention and Disposal: Ten years, then destroyed.

French Language Skills Assessment

Location: French Language Services Branch. Legal Authority: French Language Services Act, R.S.O. 1990, c.F.32, s.2 and s.14. Information Maintained: Name, branch, location, employment category, evaluation results, evaluator name, French course information and employment status. Uses: Compliance with the French Language Services Act. Users: Ministry staff, Office of Francophone Affairs, Ontario French Language Services Commission. Individuals in Bank: Ministry staff. Retention and Disposal: Duration of employment, then transferred to archives.

Grants to Students for Research on Local Government

Location: Subsidies Branch. Legal Authority: Ministry of Municipal Affairs and Housing Act, R.S.O. 1990, c.M.30, s.4; Order in Council 1773/85. Information Maintained: Name, address, date of birth, education, references. Uses: Decide eligibility for grants. Users: A selection committee of academics and ministry representatives, program officers. Individuals in Bank: Applicants. Retention and Disposal: Until program termination, then transferred to archives.

Involvement in Municipal Administration Program

Location: Subsidies Branch. Legal Authority: Ministry of Municipal Affairs and Housing Act, 1981, R.S.O. 1990, c.M.30, c.19, s.4; Order in Council 1773/85. Information Maintained: Application and claim forms including name, address, education. Uses: Establish municipalities' eligibility for subsidies to hire students for an 18-week period. Users: Branch staff. Individuals in Bank: Students hired by municipalities qualifying for subsidies. Retention and Disposal: Four years, then transferred to archives.

Managed Forest Tax Rebate Program

Location: Subsidies Branch. Legal Authority: Forestry Act, R.S.O. 1990, c.F.26, s.4; Order in Council 1771/86. Information Maintained: Name, address, assessment roll number, assessed value, tax amount, acreage, Woodlands Improvement number, citizenship, pensioner and tax-payment status for properties deemed to be managed forests in Ontario. Uses: Decide eligibility for rebates on property taxes. Users: Ministry of Natural Resources program officer, Ministry of Municipal Affairs. Individuals in Bank: Owners of

property deemed to be managed forest property in Ontario. Retention and Disposal: Ten years, then destroyed.

Municipal Affirmative Action Program

Location: Subsidies Branch. Legal Authority: Ministry of Municipal Affairs and Housing Act, R.S.O. 1990, c.M.30. Information Maintained: Individual's name, municipality name, address, employment history, job description, salary. Uses: Determine eligibility for grants. Users: Branch staff. Individuals in Bank: Applicants. Retention and Disposal: Five years, then transferred to archives.

Municipal Employment Equity Program

Location: Subsidies Branch. Legal Authority: Ministry of Municipal Affairs and Housing Act, R.S.O. 1990, c.M.30. Information Maintained: Individual's name, municipality name, address, employment history, job description, salary. Uses: Determine eligibility for grants. Users: Branch staff. Individuals in Bank: Applicants. Retention and Disposal: Five years, then transferred to archives.

Ontario Disaster Relief Assistance Program

Location: Subsidies Branch. Legal Authority: Order in Council 1770/85. Information Maintained: Public agencies' and individuals' names, addresses, allowable grant paid, personal financial information. Uses: Determine eligibility for grants. Users: Branch staff. Individuals in Bank: Individuals and public agencies suffering financial hardship as a result of natural disasters. Retention and Disposal: Three years, then transferred to archives.

Ontario Municipal Training Program/Ontario Municipal Internship Program

Location: Subsidies Branch. Legal Authority: Ministry of Municipal Affairs and Housing Act, R.S.O. 1990, c.M.30, s.4; Order in Council 1773/85. Information Maintained: Application and claim forms including name, education. Uses: Establish municipalities' eligibility for subsidies to hire an intern for a two-year period. Users: Subsidies Branch staff. Individuals in Bank: Individuals hired by municipalities qualifying for subsidies. Retention and Disposal: Four years, then transferred to archives.

Property Liens For Recovery of Municipal and School Tax Loans Provided Until 1980

Location: Subsidies Branch. Legal Authority: Municipal and School Boards Payment Adjustment Act, R.S.O. 1990, c.M.47. Information Maintained: Names and addresses of property owners, year of receipt of loans, amount received, property lien number, sequence number. Uses: Maintain a record of liens placed on property for purposes of recovering property tax loans. Users: Ministry staff. Individuals in Bank: Individuals who received loans for payment of municipal and school board taxes. Retention and Disposal: Two years after discharge of lien, then transferred to archives.

Shoreline Property Assistance Program

Location: Subsidies Branch. Legal Authority: Shoreline Property Assistance Act, R.S.O. 1990, c.S.10, s.3, s.4 and s.12. Information Maintained: Name and address of property owner, description of property, proposed date of loan, amount of loan and annual rate of repayment, cost of work done, inspection and completion certificates. Uses: Determine eligibility for loans to owners of shoreline property for erosion control work; monitor repayment of loans and completion of work on properties. Users: Branch staff. Individuals in Bank: Municipalities and individuals owning shoreline property. Retention and Disposal: Three years, then transferred to archives.

Tenants of Provincial Properties Tax Program

Location: Subsidies Branch. Legal Authority: Assessment Act, R.S.O. 1990, c.A.31, s.17. Information Maintained: Names and addresses of tenants of provincial properties, school support, property assessment and ownership, share of property taxes paid. Uses: Pay municipal and school board taxes on provincial properties. Users: Branch staff. Individuals in Bank: Tenants of provincial properties. Retention and Disposal: Three years, then transferred to archives.

Strategic Planning and Intergovernmental Relations Branch

The Strategic Planning and Intergovernmental Relations Branch, reporting directly to the Deputy Minister, Municipal Affairs, assists the ministry in establishing and evaluating its strategic directions, ministry policies and programs.

General Classes or Types of Records

Contain Ministry Executive Committee and other management committee agendas and minutes, information related to organizational change and management

development initiatives, ministry strategic plans and supporting background information, records of consultation between the Minister and municipal organizations, and records relating to the review and processing of Cabinet submissions and proposed legislation.

Personal Information Banks

None

Legal Services Branch

The Legal Services Branch provides legal services to the Ministry of Municipal Affairs including the drafting of government legislation, preparation of Orders in Council and Minister's orders including zoning orders, and consultant and other contracts.

General Classes or Types of Records

Contain the following information.

Computer Contracts
Consultants and Other Agreements (including agreements with municipalities)
Government and Private Legislation and Regulations
Litigation Files
Minister's Zoning Orders and Amendments Committee Meetings
Opinions
Statutes, Publications and Bulletins

Personal Information Banks

The following common personal information banks as described in Chapter II of this directory are maintained.

Career Planning/Training
Central Attendance Recording System (CARS)
Employment Application Inventory
Employment Equity Program
General Employment History and Payroll Information
Grievances and Applications
Integrated Payroll, Personnel and Employee Benefits System (IPPEBS)
Job Competitions
Litigation Files
Performance Management
Travel/Expense Accounts

Ontario Municipal Audit Bureau

The bureau is responsible for auditing provincial-municipal transfer payment programs for the ministries of Agriculture and Food, Citizenship, Culture and

Communications, Community and Social Services, Environment, Health, Housing, Municipal Affairs, Northern Development and Mines, Tourism and Recreation, Transportation, and Treasury and Economics.

General Classes or Types of Records

Contain files relating to the audit of specific transfer payment programs, and correspondence and agreements with other ministries.

Personal Information Banks

None

Public Records

Contain information on elected municipal officials and selected appointed officials.

Municipal Officials

Purpose: Publish Municipal Directory. Legal Authority: Municipal Act, R.S.O. 1990, c.M.45, s.82; Ministry of Municipal Affairs and Housing Act, R.S.O. 1990, c.M.30, s.82, s.4(1)(a) and s.4(4). Information Maintained: Names and titles of elected municipal officials and certain appointed officials. Retrievability: Name, municipality, locality characteristics. Retention and Disposal: Three years, to coincide with municipal elections, then destroyed. Access Procedures: Director, Program Services Branch, 13th Floor, 777 Bay Street, Toronto, Ontario, M5G 2E5, telephone: (416) 585-6243.

Affiliated Agencies

Ontario Municipal Board

The board hears applications and appeals concerning municipal and planning matters (zoning bylaws, subdivision plans, official plans, consents and minor variances under the Planning Act), assessment appeals under the Assessment Act, land-compensation appeals under the Expropriations Act, and matters concerning municipal capital expenditures and debentures under the Municipal Act. The Ontario Municipal Board is an independent administrative tribunal.

General Classes or Types of Records

Contain information on applications to the board, decisions rendered and administration.

Calendar Information

Case Files and Hearings Exhibits

Case Records Card Index and Applications Log Book

Municipal Affairs (MUNAFF)

Computerized Information Retrieval System
Decisions
Municipal Debt Control

Manuals

Provide guidance on the processing of applications.

Applications Under the Municipal Act

Assessments

Drainage Act

Hearings

Local Improvement Act

Ministry of Environment Projects

School Boards and Conservation Authorities

Personal Information Banks

None

Statutory Powers Procedure Rules Committee

The committee reviews the practices and procedures of administrative tribunals. It ensures that these bodies comply with the Statutory Powers Procedure Act under fair and proper administrative procedures.

General Classes or Types of Records

Contain recommendations regarding rules of procedure.

Consultations

Personal Information Banks

None

Public Records

Contain court records of the Court of Appeal of Ontario, the Ontario Court (General Division) and the Ontario Court (Provincial Division). Other than those records that have been ordered sealed or restricted by legislation, individual case files are available to the general public upon application.

Court Records

Purpose: Maintain records relevant to all matters commenced at the various court levels in Ontario. Legal Authority: Criminal Code, R.S.C. 1970, c.C-34; Young Offenders Act, S.C. 1980-81-82-83, c.110; Courts of Justice Act, R.S.O. 1990, c.C.43; Ministry of the Attorney General Act, R.S.O. 1990, c.M.17; Provincial Offences Act, R.S.O. 1990, c.P.33. Information Maintained: Name, address, nature of charges laid or the matter in dispute, disposition of the case. Retrievability: Name of accused/litigant, court date, file number. Retention and Disposal: Six months to 40 years, then

transferred to archives or destroyed. Access Procedures: Individuals requesting to view a specific court record should contact the court office where the matter was commenced. Court offices are located throughout the province. Refer to the blue pages of the public telephone directory for addresses and telephone numbers. There may be a fee for such access.

MINISTER RESPONSIBLE FOR NATIVE AFFAIRS

Head

Minister Responsible for Native Affairs
6th Floor, Room 6301
Whitney Block
99 Wellesley Street West
Toronto, Ontario
M7A 1W3
Telephone: (416) 965-1301

Band Files
Economic/Resource Development
Government/Native Organizations/Committees
Legislation Policy
Research
Social Issues

Personal Information Banks

None

Access

Freedom of Information and Privacy Coordinator
Ministry of the Attorney General
720 Bay Street
Toronto, Ontario
M5G 2K1



A public reading room for the review of manuals and other information is open during regular office hours on the fifth floor at 720 Bay Street, Toronto.

Mandate

The Minister Responsible for Native Affairs develops corporate Native Affairs policy, acts as an advocate for the resolution of native affairs issues within the government, negotiates the resolution of aboriginal land claims and manages the province's involvement in negotiations for aboriginal self-government.

Organization

The Minister of Natural Resources is designated under an Order in Council as the Minister Responsible for Native Affairs. The Ontario Native Affairs Secretariat supports the Minister in carrying out his mandate.

Ontario Native Affairs Secretariat

The secretariat supports the minister in his or her capacity as Minister Responsible for Native Affairs and as Chair of the Cabinet Committee on Native Affairs.

General Classes or Types of Records

Contain information on finance and administration.

MINISTRY OF NATURAL RESOURCES

Head

Minister of Natural Resources
6th Floor, Whitney Block
99 Wellesley Street West
Toronto, Ontario
M7A 1W3
Telephone: (416) 314-2301

Access

Freedom of Information and Privacy Coordinator
Corporate Policy Secretariat
Ministry of Natural Resources
Room 6440, Whitney Block
99 Wellesley Street West
Toronto, Ontario
M7A 1W3
Telephone: (416) 314-1936 or 314-1926

A public reading room for the review of manuals and other information is open during regular office hours on the fifth floor at ICI House - 90 Sheppard Avenue East, North York. Telephone: (416) 314-1622. Publications, maps and licences are available in the Public Information Centre on the Main Floor, Room M1-73, MacDonald Block, 900 Bay Street, Toronto. A public reading room is also located at each regional office. Refer to the Government of Ontario Telephone Directory for addresses.

Mandate

To contribute to the environmental, social and economic well-being of Ontario through the sustainable development of natural resources; to ensure the long-term health of the ecosystem; to ensure the continuing availability of natural resources for the long-term benefit of the people of Ontario; to protect natural heritage and biological features of provincial significance; and to protect human life, the resource base and physical property from the threats of forest fires, floods and erosion.

Organization

The ministry has a head office and a field organization. The head office comprises the Office of the Deputy Minister's office, the Policy Division, the Forest Industry Action Group, Corporate Services Division, and Information Resources Division.

The field organization is encompassed by the Operations Division - Aviation, Flood & Fire Management, Great Lakes, Operations Integration, Forest Resources, Greater Toronto Area, and four regional offices - Northwest, Northeast, Central and Southern. Each regional office maintains between five and eight district offices and several area offices. The ministry also has a number of work and research stations and affiliated agencies.

The Mineral Resources Group, consisting of the Ontario Geological Survey Branch, Mineral Resources Branch and Office of the Mines Assessor, was transferred from the Ministry of Natural Resources to the Ministry of Northern Development and Mines in 1985. All enquiries concerning the records of this group should be addressed to the Ministry of Northern Development and Mines.

Divisions

Deputy Minister's Office

General Classes or Types of Records

Copies of ministry correspondence
General administrative records.

Manuals

None

Personal Information Banks

Contain information on the minister's correspondence.

Minister's Correspondence Unit

Location: Minister's Correspondence Unit. Legal Authority: Ministry of Natural Resources Act, R.S.O. 1990, c.M.31. Information Maintained: Name, address, correspondence and replies. Uses: Maintain a record of correspondence and its status; provide advice to the minister. Users: Minister's and ministry staff. Retention and Disposal: Letters and replies - current year and previous year; transferred to Records Centre for nine years; then transferred to archives.

Policy Division

The role of the Policy Division is to provide leadership and excellence in defining natural resource policies and programs to accomplish sustainable development by creating strategic direction in the areas of natural resources management, environmental, social and economic policy; by developing and providing policy excellence; and by ensuring practical and integrated policy through a collaborative process. The division is comprised of eight branches: Corporate Policy and Planning Secretariat, Fisheries Policy, Wildlife Policy, Parks & Natural Heritage Policy Lands & Waters Policy,

Forest Policy, Compliance Policy, and the Office of Native Policy.

Corporate Policy and Planning Secretariat

The secretariat provides staff support in the areas of policy development coordination, land-use planning, and environmental assessment programs to the Assistant Deputy Minister, Policy Division. Also responsible for briefing the Minister and coordinating strategic planning for the ministry.

General Classes or Types of Records

Contain information relating to Cabinet, Cabinet committees, executive meetings and information on policy assessments formulated by other groups in the ministry, assessments and reviews of the delivery of land-use planning programs, the plan input and review program, environmental assessment programs and briefing material for the Minister. Also contain general administrative records as described in Chapter II of this directory.

Briefing Notes

Cabinet Submissions and Minutes

Compliance - Policy and Analysis

Contentious Issues Book

Environmental Assessment

Executive Committee Submissions and Minutes

Intergovernmental Affairs

Fisheries - Policy and Analysis

Forests - Policy and Analysis

House Issues Book

Lands and Waters - Policy and Analysis

Local Land-Use Planning Program

Parks and Natural Heritage - Policy and Analysis

Plan Input and Review Program

Policy Committee Submissions and Minutes

Resources Products - Policy and Analysis

Special Projects and Matters Arising in the House

Strategic Corporate Planning, Work Planning, Corporate Directions

Strategic Land Use Planning Program

Tourism Issues

Wildlife - Policy and Analysis

Manuals

Provide staff with guidelines on integrated land-use planning, resource management and environmental assessment of ministry undertakings.

A Framework for Resource Management Planning
Briefing Note Manual

Construction and Mitigation Handbook for Class

Environmental Assessment Projects

Environmental Assessment Procedures Manual for MNR
Activities

Field Environmental Planning Procedures and Guidelines
for MNR Class Environmental Assessment Projects

Guidelines for Land Use Planning

Plan Input and Review Handbook

Policies and Attitudes Towards the Generation and Use
of Scientific Knowledge

Policy and Procedures Directives, Policy and Planning
Secretariat

Public Involvement Guidelines

Personal Information Banks

None

Fisheries Policy Branch

Fisheries Policy Branch manages the fisheries resources of Ontario, including planning and coordinating commercial uses and sport-fishing opportunities.

General Classes or Types of Records

Fisheries records contain information on aquatic surveys, boating, the commercial fishing industry, fish production and stocking, public involvement, sport fishing opportunities, fisheries research and fishing regulations.

Boating and Marina Records

Commercial Fisheries and Bait-Fishing Reports

Distribution of Fish Tags, Signs

Fish Culture Stations (plans, production, specifications)

Fish Disease, Hatchery Disease, Fish Nutrition,
Distribution

Hatchery Stocking, Transfers and Shipments

Native People's Fisheries

Ontario Fisheries Information System (OFIS) and
Technical Reports

Research on Fish Species and Habitat

Strategic Plan for Ontario's Fisheries (SPOF)

Manuals

Issued to staff to provide guidelines, technical information, standards and techniques for management, planning, operations and research.

Commercial Fishing Licence Conditions

Community Fisheries Involvement Program (CFIP) -
Guidelines for Program Implementation

District Fisheries Management Planning
Electrofishing Guidelines and Procedures
Habitat (Fish)
Handbook of Fish Culture
Strategic Plan for Ontario's Fisheries (SPOF)

Personal Information Banks

Contain information on individuals seeking permits and licences.

Commercial Fishing and Bait-Fish Licences

Location: Fisheries Policy Branch. Legal Authority: Game and Fish Act, R.S.O. 1990, c.G.1; R.R.O. 1980, Reg. 414; Interpretation Act, R.S.O. 1980, c.219, s.27(b). Information Maintained: Name, address, designated fishing area. Uses: Evaluate suitability of applicant for a commercial fishing licence; control the number of bait-fish licences issued. Users: Branch administrative staff, program specialists, field staff. Individuals in Bank: Licence holders. Retention and Disposal: Maximum 10 years, then destroyed.

Community Fisheries Involvement Program (CFIP) - Project Proposals

Location: Fisheries Branch Policy and regional offices. Legal Authority: Game and Fish Act, R.S.O. 1990, c.G.1, s.3; Interpretation Act, R.S.O. 1980, c.219, s.27(b). Information Maintained: Name and address of club, group, organization or individual, landowner's letter of permission. Uses: Evaluate the suitability of projects; evaluate eligibility for CFIP funding. Users: CFIP administrative staff in branches, regions and districts. Individuals in Bank: Project proponents, landowners. Retention and Disposal: Ten years, then destroyed.

Fishing Permits - Scientific Collectors

Location: Fisheries Policy Branch and regional and district offices. Legal Authority: Ontario fishery regulations made under the Fisheries Act, R.S.C. 1970, c-849, s.1(79-131). Information Maintained: Name, address, affiliation, associates. Uses: Control the sampling of native fish species by private organizations. Users: Ministry fisheries staff and enforcement staff. Individuals in Bank: Permit holders. Retention and Disposal: Seven years, then transferred to archives.

Fishing Preserves and Fish Propagation - Licences

Location: Fisheries Policy Branch. Legal Authority: Game and Fish Act, R.S.O. 1990, c.G.1, s.12; R.R.O. 1980, Reg. 433; Interpretation Act, R.S.O. 1980, c.219, s.27(b). Information Maintained: Name, address,

telephone number, location of rural property. Uses: Issue licences. Users: Ministry fisheries and enforcement staff. Individuals in Bank: Individuals licensed to maintain off-season fishing operations or to legally raise and sell fish. Retention and Disposal: Five years, then destroyed.

Sport Fishing Licences

Location: MNR Regional, District and Area offices. Legal Authority: Game and Fish Act, R.S.O. 1990, c.G.1; R.R.O. 337/86, Reg. 526/86. Information Maintained: Name, address, date of birth, height and hair colour. Uses: Licensing, enforcement and fisheries management. Users: Ministry fisheries, licensing and enforcement staff. Individuals in Bank: Licence holders. Retention and Disposal: Three years, then destroyed.

Wildlife Policy Branch

Wildlife Policy Branch is responsible for research, management planning, and policy development relating to game and non-game species of wildlife, wetlands and commercial trapping.

General Classes or Types of Records

Wildlife records contain information on populations, habitats, captive wildlife, stewardship, hunting and trapping, education and the enforcement of various acts administered by the Ministry.

Agricultural Habitat for Wildlife
Avian Species
Captive Wildlife
Community Wildlife Involvement Program
Conservation Officer Training
Environmental Assessment for Wildlife
Forest Habitat for Wildlife
Fur Management
Game Policy (habitat and management - big game, upland game, waterfowl)
Habitat Stewardship
Hunting and Trapping Policies and Education
Intelligence Reports
Mammals
Non-Game Policy and Management
Offence, Seizure and Prosecution Reports
Predators
Rabies Research and Testing
Research on Wildlife Species and Habitat
Trapping, Traps and Snares
Urban Wildlife
Wildlife Education Services
Wildlife Inventory and Monitoring

Wildlife Policy Development, Extension and Education Services

Wildlife Strategy for Ontario

Manuals

Issued to staff to provide guidelines, technical information, standards and techniques for management, planning, operations and research.

Big Game Mortality Assessment

Habitat (Wildlife)

Hunter and Trapper Education

Personal Information Banks

Fur Administration

Licensing and administration data for the trapping, buying, selling, exporting and sealing of furs are maintained in 13 separate and distinct banks that can be described as follows.

Location: Wildlife Policy Branch. Legal Authority:

Regulations made under the Game and Fish Act.

Information Maintained: Name, address, and, in some banks, date of birth, height, weight, hair and eye colour.

Uses: Issue licences; maintain identification records; law enforcement. Users: Wildlife and enforcement staff.

Individuals in Bank: Trappers, fur buyers, dealers, importers, farmers. Retention and Disposal: Not determined.

Hunter Education

Data on the education, training and licensing of hunters are maintained in three separate and distinct banks that can be described as follows.

Location: Wildlife Policy Branch. Legal Authority:

Regulations made under the Game and Fish Act;

Interpretation Act, R.S.O. 1990, c.I.11, s.28(b).

Information Maintained: Name, address, sex, date and place of birth, languages spoken, height, weight, criminal history. Uses: Administration; maintain

identification records; law enforcement. Users: Ministry

hunter education coordinators. Individuals in Bank:

Potential hunter education instructors, new hunters.

Retention and Disposal: Not determined.

Hunting Licences

Licensing and administration data for game hunting are maintained in 26 separate and distinct banks that can be described as follows.

Location: Central Services Branch. Legal Authority:

Regulations made under the Game and Fish Act.

Information Maintained: Name, address, date of birth, and, in some banks, hair and eye colour, height, weight.

Uses: Issue licences; maintain identification records; user surveys; law enforcement. Users: Ministry staff.

Individuals in Bank: Hunters. Retention and Disposal: Three years, then destroyed.

Miscellaneous Wildlife Applications, Permits and Licences

Data on permissions, licensing and administration in areas of the wildlife program other than furs, hunting, and education (e.g., the exportation of game animals, wild rice harvesting, the propagation, possession and selling of species, the operation of preserves, and guide licences) are maintained in 16 separate and distinct banks that can be described as follows.

Location: Central Services Branch. Legal Authority:

Regulations made under the Game and Fish Act.

Information Maintained: Name, address and, in some banks, age, height, weight, hair and eye colour. Uses:

Issue licences; maintain identification records; law

enforcement. Users: Ministry staff. Individuals in Bank:

Exporters (resident and non-resident), wild rice harvesters, hunters, trappers, farmers, preserve operators, collectors, guides, propagators/sellers of game birds. Retention and Disposal: Not determined.

Provincial Parks and Natural Heritage Policy Branch

The Provincial Parks and Natural Heritage Policy Branch assumes policy responsibility for provincial parks, areas of natural and scientific interest and recreational areas. Also, the branch is responsible for coordinating and developing a natural heritage protection strategy for Ontario.

General Classes or Types of Records

Parks records contain information on park resources, park users and park facilities.

Manuals

Issued to staff to provide policy direction, procedures, guidelines, technical information, standards for management planning and operations.

Capital Maintenance Standards

Development Standards

Enforcement Training

Implementation Strategy, Areas of Natural and Scientific Interest

Minimum Operating Standards

Planning and Management Policies
Seasonal Staff Training
Visitor Services Notes

Personal Information Banks

Contain information on individuals requesting permits and licences, making complaints, involved with enforcement occurrences and working under contracts.

Camping and Vehicle Permits - Reservations

Location: Individual provincial parks offering camping and/or reservations. Legal Authority: Provincial Parks Act, R.S.O. 1990, c.34; R.R.O. 1990, Reg. 952; Interpretation Act. Information Maintained: Registered camper's name, address, vehicle licence number, names of other campers in party, credit card number, senior citizen status. Uses: Reserve campsites; authorize permit holder and members of his/her party to occupy the designated campsite until the departure date; emergency or enforcement purposes. Users: Park clerks, gatehouse attendants, park superintendents and their assistants. Individuals in Bank: Individuals occupying or reserving campsites in provincial parks. Retention and Disposal: Current plus two years, then destroyed.

Charges and Occurrence Reports

Location: Provincial park offices. Legal Authority: Ministry of Natural Resources Act, R.S.O. 1990, c.M.31, typically Provincial Parks Act, Liquor Licence Act, R.S.O. 1990. Information Maintained: Name, address, age, vehicle licence number, vehicle owner, violations, evictions and warnings. Uses: Issue warnings, Provincial Offence Notices, Summons and Parking Infraction Notices to offenders for violations of parks legislation. Users: Park Wardens, Ontario Provincial Police. Individuals in Bank: Offenders. Retention and Disposal: Maximum five years, then destroyed.

Park Complaints

Location: Provincial park offices and Provincial Parks and Natural Heritage Policy Branch. Legal Authority: The Provincial Parks Act, R.S.O. 1990. Information Maintained: Complainant's name, address and telephone number. Users: Provincial park managers. Individuals in Bank: Complainants. Retention and Disposal: Maximum five years, then destroyed.

Park Service and Concession Agreements

Location: Provincial park offices. Legal Authority: Provincial Parks Act, R.S.O. 1990, c.34, s.7(3). Information Maintained: Name, home and business addresses, type of concession or service, terms of

agreement. Uses: Identify type and extent of concession and service agreements and information for responding to public enquiries. Users: Staff at park/zone/region/main office. Individuals in Bank: Parties to service or concession agreements. Retention and Disposal: Maximum five years, then destroyed.

Lands and Waters Policy Branch

The branch is responsible for the management of Crown lands and waters, water-management services, the acquisition and disposition of public lands, and the operation of continuing land-management programs. Also responsible for the management of mineral aggregates, fuel minerals (particularly in southern Ontario), surveying, land-related geographical referencing, mapping, remote-sensing services and other computer applications. It provides financial assistance, particularly to the 38 conservation authorities; undertakes research; and participates in the negotiation of Native land claims and other natural-resource issues.

General Classes or Types of Records

Contain information on legislation, policies and programs related to land and water management.

Acquiring Lands (Inter-Property Management (IPM)
Aggregate Commodity Studies
Agreements and Contracts with Agencies and Private Sector
Canada Land Inventory (CLI) Maps
Canada/Ontario Shore Damage Survey Base Maps
Conservation Authority Policies
Crown Land Bridge Management Report
Environmental Guidelines for Access Roads and Water Crossing
Erosion and Sedimentation Control for Urban Construction Sites
Fuel Minerals - Policies, Procedures, Bulletins
Grants to Conservation Authorities - Policies and Allocations
Great Lakes Water Use Database
Hydrology, Hydraulics, Hydrometeorology - Technical Reports
Indian Reserves and Bands Resource Policy
Inland Waters - Inventory
Lake Planning
Lake Survey Data, Summary
Land and Water Management - Planning and Technical Guidelines
Lands and Waters Program Policies and Approvals
Lands and Waters Training Program Files, Audio-Visuals

Native Land Claims (negotiations)
 Northern Ontario Resources Transportation Committee
 Peat and Peatlands Technical Reports
 Pits and Quarries - Licences, Applications, Procedures, Rehabilitation Studies
 Private Forest Road Agreements (Public Lands Act)
 Public Forest Roads (Public Lands Act)
 Resource Management Planning
 Resources Inventory (studies and maps)
 Stream Survey and Assessment
 Township and Area Plan Listing
 Water Efficiency Database
 Watershed Reports

Manuals

Issued to field staff as guidelines and technical instructions.

Aggregate Resources Program Administration Manual
 Benefit - Cost analysis Guidelines for Conservation
 Authority Flood and Corrosion Control Projects
 Design and Construction Guideline (Drainage)
 Field Data Book
 Fill, Construction and Alteration to Waterways Regulation Manual
 Fill, Construction and Alteration to Waterways Regulation Guidelines
 Flood Plain Management in Ontario: Technical Guidelines
 Flood Plain Planning Policy Statement and Implementation Guidelines
 Guidelines for the Preparation of Great Lakes Shoreline
 Great Lakes Coastal Zone Atlas (1976)
 Instructions Governing Crown Land
 Instruction Manual for Sampling and Field Titration
 Lakes and Rivers Improvement Act Guidelines
 Lakes and Rivers Shore Management Planning Guidelines
 Land Management Policies and Procedures
 Petroleum Resources Policies, Procedures and Bulletins
 Policy and Procedures Manual for Conservation Authorities
 Project File Guidelines and Ranking Criteria for Conservation Authority Capital Projects
 Resource Access Roads - Policy and Implementation Strategies and Guidelines
 Surveys and Plans
 Term of Reference for Floodline Mapping Studies (1986)
 Urban Drainage Design Guidelines
 Water Power Development Guidelines

Personal Information Banks

Contain information relating to public lands.

Public Lands - Disposition and Tenure

Location: Crown Land Registry, regional and district offices. Legal Authority: Public Lands Act, R.S.O. 1990, c.P.43 and the regulations pertaining thereto. Information Maintained: Name, address, telephone number, occupation, age, location of property applied for. Uses: Issue tenure documents; provide information on the form of tenure; collect fees; investigate cases of unauthorized occupation. Users: District land supervisors and their technical staff, regional and main office administrative staff, applicants for public lands with respect to their own personal information, Ombudsman. Individuals in Bank: Applicants for public lands. Retention and Disposal: Perpetuity.

Forest Policy Branch

The branch develops practical and integrated policy that will lead sustainable forestry management on an ecosystem basis, representing all values, and recognizing the global impact of forest management in Ontario. This is accomplished by building a broad social consensus for forest management policy and practice for Ontario, determining the relative worth of all benefits from the forest and establish an economic strategy for management of the forest resource, fostering partnerships in resource management, and developing and communicating comprehensive information and knowledge about the forest through research and science support to program and policy development.

General Classes or Types of Records

Arboretum/Nursery files
 Applied Science Program
 Branch Administration
 Canada-Ontario Forest Resources Development Agreement
 Environmental Assessment
 Forest Committees
 Forest Legislation Development
 Forest Research Publications Archives
 Northern Ontario Development Agreement
 Program Consultation
 Research Agreements
 Research Publications for Distribution
 Social, Cultural and Economic Trends
 State of the Forest Industry
 State of the Forest
 Sustainable Forestry (i.e. Forest Policy Panel, Forest

Ministry of Natural Resources (MNR)

Audit, Community Forests, Old Growth Ecosystems,
Silviculture, Private Woodland Strategy, Timber
Production Policy, Forest Values)
Trees Act Amendments
Work Program Planning Guidelines

Manuals

Provide staff with policy and guidelines for forest
management activities on Crown and private land
including management planning, silvicultural, pest
management and research activities.

Environmental Assessment for Timber Management
Field Manuals for Programs
Forest Policy Directives
Research Applications

Personal Information Banks

Contain information related to consultants and clients
providing service or information relevant to forest policy
development.

Consultants

Location: Forest Policy Branch. Legal Authority:
Ministry of Natural Resources Act, R.S.O. 1990, c.M.3,
s.2. Information Maintained: Name, address, type of
service. Uses: To seek proposals for consulting contracts
in areas such as facilitation, economic analysis, forest
industry market information. Information in the bank
includes individual consultants and corporations having
general forest-related skill sets. Users: Forest Policy
Branch staff and managers. Individuals in Bank: Eligible
consultants. Retention and Disposal: Permanent, updated
annually.

Clients

Location: Forest Policy Branch. Legal Authority:
Ministry of Natural Resources Act, R.S.O. 1990,
c.M.31, s.2. Information Maintained: Name, address.
Uses: To seek input and provide information on forest
policy development. Users: Forest Policy Branch staff
and managers. Individuals in Bank: Individuals and
companies seeking or submitting information on forest
policy development. Retention and Disposal: Not
determined.

Ontario Forest Research Institute (OFRI)

The Ontario Forest Research Institute (OFRI) and its
three satellite stations, conduct and coordinate forest
research to acquire basic and applied knowledge, and
ensure its use in the development of forest policy and
forest management practices in the forest ecosystems in

Ontario. It currently has research programs in forest
ecology, genetics, renewal and silviculture, which are
focused on developing new knowledge of forest
ecosystems structure and function to enhance forest
sustainability.

General Classes or Types of Records

None

Personal Information Banks

None

Compliance Policy Branch

Provides assistance and advice to field offices on various
compliance and law enforcement matters. Responsible for
the development of compliance policy and the
development and coordination of all law enforcement
training courses.

General Classes or Types of Records

Case Law and Transcripts
Conservation Officers' Records
Enforcement Occurrence Reports
Law Enforcement

Manuals

Issued to staff to provide guidelines, technical
information, standards and techniques for management,
planning, operations and research.

Enforcement

Personal Information Banks

Conservation and Activity Officers' Daily Reports
Location: District and regional offices. Legal Authority:
Ministry of Natural Resources Act, R.S.O. 1990,
c.M.31. Information Maintained: Name, badge number
of conservation officers or deputy conservation officers,
summary of charges, warnings. Uses: Draw up work
plans, budgets, work schedules; create training
programs; provide basis performance reviews, law
enforcement reports. Users: Officers, managers,
supervisors. Individuals in Bank: Ministry of Natural
Resources law enforcement officers, program managers
and supervisors. Retention and Disposal: Maximum three
years, then destroyed.

Conservation Officer Training - Candidates

Location: Provincial Enforcement Specialist's Office, c/o
Compliance Policy Branch. Legal Authority: Ministry of
Natural Resources Act, R.S.O. 1990, c.M.31.
Information Maintained: Name, address, examinations

and final marks for each candidate. Uses: Review performance; make recommendations for promotions, transfers, secondments. Users: Program managers. Individuals in Bank: Candidates for courses. Retention and Disposal: Indefinite.

Intelligence Reports

Location: Special Investigations Unit, c/o Compliance Policy Branch. Legal Authority: Criminal Code, R.S.C. 1970, c.C-34; Fisheries Act (federal), Game and Fish Act, R.S.O. 1990, c.G.1. Information Maintained: Name, address, date of birth, height, weight, sex, driver's licence number, Social Insurance Number, distinguishing features, citizenship, spouse, present employers, bank. Uses: Special investigations; background information. Users: Coordinator of special investigations, special investigators, field conservation officers. Individuals in Bank: Individuals and companies suspected of being involved in large-scale illegal operations. Retention and Disposal: Maximum three years, then destroyed.

Offence, Seizure and Prosecution Reports

Location: Provincial Enforcement Specialist's Office, c/o Compliance Policy Branch. Legal Authority: Game and Fish Act, R.S.O. 1990, c.G.1; Fisheries Act (federal), Migratory Birds Convention Act, (federal). Information Maintained: Violations and violator's name, address, driver's licence, date of birth, time of infraction, charging officer and court results. Uses: Provide basis for legal proceedings for offenses under any statute enforced by Ministry of Natural Resources; maintain law enforcement reports. Users: Law enforcement officers, law enforcement program managers/supervisors, courts and other law enforcement agencies. Individuals in Bank: Violators of statutes. Retention and Disposal: Maximum to 20 years, then transferred to archives.

Office of Native Policy

The mandate of this office is to develop and evaluate MNR policies and strategies relating to aboriginal people in Ontario, and through liaison with Operations Division, to ensure that such policies and strategies are carried through to the ministry's operations and program functions.

General Classes or Types of Records

Native Issues

Manuals

None

Personal Information Banks

None

Forest Industry Action Group

The Forest Industry Action Group was formed in January 1992 to address the economic challenges in Ontario's forest products industry. It is a small action-oriented core group that conducts much of its activities within a tripartite framework involving business, labour and government.

General Classes or Types of Records

Contain information relating to the activities of the group.

Correspondence

Forest Industry Studies/Reports

Minutes of Tripartite Meetings

Personal Information Banks

None

Corporate Services Division

The division is responsible for providing corporate administrative support and services for ministry programs. Comprises the following Branches: Communications, Legal Services, Human Resources, French Language Services, Finance and Administrative Policy, Evaluation and Audit, Office of the Comptroller, Central Services, and Engineering.

General Classes or Types of Records

Contain information relating to licences, contracts, and agreements, media and community relations, litigation and legal services, occupational health and safety, and youth programs.

Accounts (land sales, land rentals, water power leases, timber licences, fish and wildlife licences, and mining licences)

Audio-Visual Materials (exhibits, displays, films, videotapes)

Bankruptcy Reports

Capital Projects (Major and Minor)

Community Relations

Construction Lien Claims

Coroner's Inquests

Facilities Portfolio

Facilities Project Management

Flood Plain Mapping

French Language Services

Government provided Employee Accommodation
Information Technology Project Information (project proposals, feasibility studies, technical documentation)
Inventory of MNR Dams
Inventory of Parks Buildings and Facilities
Inventory of Sewer Systems in Provincial Parks
Inventory of Water Quality in Ground Water in Selected Provincial Parks
Inventory of Water Quality in Lakes and Rivers in Provincial Parks
List of Land Sales and Purchases
Litigation (accident claims, claims by the Crown (MNR), proceedings against the Crown, prosecutions, administrative tribunal hearings)
MNR "Building Green" Initiative
MNR Facilities Data Base
Mines (transferred to Ministry of Northern Development and Mines)
Movable Assets
Occupational Health and Safety
Patents, Trademarks, Copyright
Project Design in Provincial Parks
Publications Records
Purchasing, Tenders and Proposals
Regulations and Legislation for Acts Administered by MNR
Rehabilitation Security Deposits (pits and quarries, timber, mines)
Relocation
Reorganization
Suppliers' Contracts and Agreements
Treasury Board/Management Board Submissions/Minutes
Youth Programs (Ontario Forest Rangers)
Water Resources Models

Manuals

Provide staff with policy, procedures and interpretation to comply with the Management Board Directives and Guidelines, salary schedules, the Public Service Act, the Public Service Superannuation Act, the Collective Agreement, the Integrated Payroll Pension Employee Benefits System and the Central Attendance Recording System.

Central Attendance Recording System (CARS) User's Manual
Communications Design Manual (includes A/V, publications and signs)
Communications Services Policies, Procedures and Guidelines
Computer Aided Drafting and Design (CADD) Standards and Guidelines
Dam Safety Program Manual

Design Criteria for Park Facilities
Expenditure Accounting System Coding Manual
Expenditure Accounting System User's Manual
Financial Management - Volumes 1 and 2
French Language Services Policies, Procedures and Guidelines/Strategies Manual
Hazardous Materials and Safety
Home Owner Employee Relocation Guidelines
Implementation Guidelines Under the Lakes and Rivers Improvement Act
Information Technology
Instructions to Issuers of Angling and Hunting Licences
Learning Resources Catalogue
List of Environmental and Design Services for Provincial Parks System
Main Office Facilities Program Manual
Manual of Fire Financial Operations
Natural Channel Design Manual
Parks Development Standard
Park Permit Accounting Manual
Payroll User's Manual
Performance Measures System User's Guide
Personnel
Records and Information Management
Revenue Receiving System User's Manual
Speech Builder
Staff Suggestion System Policy and Operating Manual
Supply Management
Terms of Reference for Flood Plain Mapping
Unclassified IPPEBS User's Manual
Unclassified Staff Policy Manual
Water Resource Model Software and Manuals
Work Program Planning and Procedures

Personal Information Banks

The following common personal information banks as described in Chapter II of this directory are maintained.

Career Planning and Training
Employment Application Inventory
Employment Equity Program
General Employment History and Payroll Information
Grievances and Applications
Identity/Employee Card
Integrated Payroll, Personnel and Employee Benefits System (IPPEBS)
Job Competitions
Medical Information (Personnel)
Ombudsman/Human Rights Commission
Performance Management
Workers' Compensation
Workplace Harassment and Discrimination Program

Also contain general information relating to financial, legal, communications and administration matters, and information concerning employees who report cases of conflict of interest.

Accounting System for Aggregates

Location: Central Services Branch. Legal Authority: Aggregate Resources Act, R.S.O. 1990, c.A.8; R.R.O. 1989, Reg.702, s.7(1) and s.34(1). Information Maintained: Operator's name, address, licence number, collateral held in trust. Uses: Maintain records of collateral deposits and refunds. Users: Branch administrative staff, program specialists, district inspectors, legal and accounting firms for audit purposes. Individuals in Bank: Aggregate operators. Retention and Disposal: Two years, then destroyed.

Accounts Receivable - Gas and Oil Leases (MARS)

Location: Central Services Branch. Legal Authority: Mining Act, R.S.O. 1990, c.M.14, s.102. Information Maintained: Individual's/company's name, address, account number. Uses: Billing; collect revenue from oil and gas leases, exploratory licences. Users: Staff of Lands and Waters Policy Branch. Public access to names, addresses and amount of tax. Individuals in Bank: Mining companies, licensees and leaseholders. Retention and Disposal: Ten years, then transferred to archives.

Accounts Receivable - Land Sales and Water Power

Location: Central Services Branch. Legal Authority: Public Lands Act, R.S.O. 1990, c.P.43, s.2, s.15, s.16, s.41, and s.42. Information Maintained: Company's/individual's name and address, account numbers, lease and sale numbers, property descriptions, leases. Uses: Maintain records of land and water power payments; bill and collect revenue for land sales/water power payments; maintain record of patented lands. Users: Staff of Lands and Waters Group, Titles Section, Financial Planning and Program Evaluation Section. Individuals in Bank: Private and government bodies producing water power, municipalities, ministries, individuals purchasing Crown land. Retention and Disposal: Ten years, then transferred to archives.

Accounts Receivable - Leases and Licences of Occupation

Location: Central Services Branch. Legal Authority: Public Lands Act, R.S.O. 1990, c.P.43, s.2, s.20, and s.41. Information Maintained: Name, address, amount of rent, description of property, financial transactions pertaining to the property. Uses: Billing; collect fees.

Users: Ministry officials. Public access to names, addresses and amount of rent. Individuals in Bank: Licensees and leaseholders. Retention and Disposal: Perpetuity.

Accounts Receivable - Timber Accounts Receivable System (TARS)

Location: Central Services Branch. Legal Authority: Crown Timber Act, R.S.O. 1990, c.C.51, s.11(2). Information Maintained: Operator's name, address, customer and licence numbers. Uses: Bill for and collect revenue from stumpage and area charges for the removal of trees; maintain record of agreements, liens, etc. Users: Staff of Timber Sales Branch, regional and district offices. Individuals in Bank: Companies/individuals licensed to remove trees from Crown properties. Retention and Disposal: Five years, then transferred to archives.

Agreements and Contracts

Location: Legal Services Branch. Legal Authority: Ministry of Natural Resources Act, R.S.O. 1990, c.M.31, s.8; Interpretations Act, R.S.O. 1990, c.I.11, s.28(b). Information Maintained: Name, address, financial arrangements, payments, terms of agreement, bonds, record of tenders opened, awards made. Uses: Establish terms and conditions of contracts between the Crown and contractors. Users: Administrative officials in federal, provincial, and municipal governments and parties to the agreement/contract. Individuals in Bank: Federal, provincial, and municipal government agencies and contractors in the private sector who are a party to a contract. Retention and Disposal: Twenty-one years, then transferred to archives.

Claims and Legal Proceedings

Information relating to accident claims, seizures, proceedings against the Crown, fatalities, bankruptcy reports and prosecutions is maintained in nine separate and distinct banks that can be described as follows. Location: Legal Services Branch. Legal Authority: Ministry of Natural Resources Act, R.S.O. 1990, c.M.31, and various acts administered by the Ministry. Information Maintained: Name, address, sex, age, accident reports, claim, charges, articles seized, compensation claims, cause of death, financial statements, penalties, employment. Uses: Provide bases for possible litigation or preparation for prosecutions; resolve claims; evaluate cause of accident. Users: Ministry administrative officials. The Attorney General and the Coroner's Office have access to some banks.

Individuals in Bank: Individuals reporting accidents, charged with violations, pursuing litigation proceedings, identified in court action, owing the ministry money, or who have declared bankruptcy, or died in circumstances that may involve the ministry. Retention and Disposal: Maximum 20 years, then transferred to archives, some not determined.

Conflict of Interest

Location: Human Resources Branch. Legal Authority: Public Service Act, R.S.O. 1990, c.P.47. Information Maintained: Employee's name, documentation concerning conflict of interest. Uses: Determine whether or not there is a conflict of interest when staff carry on non-ministry activities or bid on ministry contracts. Users: Deputy Minister, employee. Individuals in Bank: Employees reporting conflicts of interest to the deputy minister. Retention and Disposal: One year, then transferred to archives.

Driver Training, Testing, and Ministry Vehicle Accidents Records

Location: Human Resources Branch and regional offices. Legal Authority: Highway Traffic Act, R.S.O. 1990, c.H.8. Information Maintained: Names, age, driver's license number, address, results of vision tests. Uses: Determine driver's qualifications. Users: Managers, safety officers, regional coordinators. Individuals in Bank: Classified and unclassified employees driving ministry vehicles. Retention and Disposal: Permanent.

Land Purchases and Sales

Location: Engineering Branch. Legal Authority: Public Lands Act, R.S.O. 1990, c.P.50, s.2, s.14, s.15, s.39, s.44 and s.70; Ministry of Government Services Act, R.S.O. 1980, c.279 as amended by 1983; c.35, s.5, s.7-12, s.12(a), s.13, s.16, and s.17. Information Maintained: Name, address, phone number, date of birth, price of property, profession, marital status. Uses: Inventory. Users: Land technicians and lands administrators. Individuals in Bank: Persons requesting appraisals of Crown land for leasing or purchasing purposes and persons selling/donating or exchanging their lands to MNR. Retention and Disposal: Permanent.

Land Titles, Expropriations and Business Acquisitions

Location: Legal Services Branch. Legal Authority: Ministry of Natural Resources Act, R.S.O. 1990, c.M.31; Public Lands Act, R.S.O. 1990, c.P.43, s.2 and s.24(4); Expropriations Act, R.S.O. 1990, c.E.26; Game and Fish Act, R.S.O. 1990, c.G.1. Information Maintained: Name, quit claim deeds, affidavits, notice to

vacate lands, licences, assets, settlements, location of property. Uses: Determine legal entitlement to lands; evict those occupying Crown lands without authorization; obtain minister's approval to expropriate land; acquire commercial fishing businesses; determine compensation. Users: Ministry administrative officials. Individuals in Bank: Individuals occupying land without authorization or whose title is in dispute, from whom the ministry is attempting to expropriate land, or whose commercial fishing business has been purchased by the ministry. Retention and Disposal: Ten years, then transferred to archives.

Legal and Quasi-Legal Hearings and Inquiries

Location: Legal Services Branch. Legal Authority: Ministry of Natural Resources Act, R.S.O. 1990, c.M.31; and various specific acts such as the Aggregate Resources Act, R.S.O. 1990, c.A.8. Information Maintained: Name, address, licences, permits, financial information, appeals judgements, investigation reports, medical information, hearing board documents, charges. Uses: Provide basis for hearings; resolve complaints; prepare evidence for appeals to determine whether or not permits should be renewed, refused or cancelled. Users: Ministry administrative officials. Individuals in Bank: Individuals appealing ministry decisions, lodging complaints with the Ombudsman or appeals with the Mining and Lands Commissioner, or who have had pits and quarry licences renewed or refused. Retention and Disposal: Maximum 20 years, then transferred to archives.

Licence Issuers

Location: Central Services Branch. Legal Authority: Game and Fish Act, R.S.O. 1990, c.G.1, s.43(2); Interpretation Act, R.S.O. 1980, c.219, s.27(b). Information Maintained: Name of licence issuer, business location, telephone number, licence types and quantities sent, revenue received/owed, account number. Uses: Maintain an inventory of fish and wildlife licences; maintain accounts receivable. Users: Staff of Licence Issuing Section, Outdoor Recreation Group, Communications Services Branch. Individuals in Bank: Individuals appointed by the Minister of Natural Resources as issuers of fish and wildlife licences. Retention and Disposal: Five years after resignation, then destroyed.

Orders in Council

Location: Legal Services Branch. Legal Authority: Ministry of Natural Resources Act, R.S.O. 1990, c.M.31, and 19 acts administered by the ministry.

Information Maintained: Name, address, salary, Social Insurance Number. **Uses:** Make appointments to agencies, boards and commissions. **Users:** Ministry administrative officials. **Individuals in Bank:** Public servants, ministries, government agencies, private citizens. **Retention and Disposal:** Eight years, then transferred to archives.

Staff Transfers to Ministry of Northern Development and Mines

Location: Management Planning and Analysis. **Legal Authority:** Ministry of Natural Resources Act, R.S.O. 1990, c.M.31. **Information Maintained:** Name, position of employee transferred to new Ministry of Northern Development and Mines. **Uses:** Record people, ceiling dollars, positions transferred. **Users:** Assistant Deputy Minister - Corporate Services Division, selected senior executives. **Individuals in Bank:** Employees transferred to Ministry of Northern Development and Mines. **Retention and Disposal:** Not determined.

Information Resources Division

Responsible for the management of information as a corporate resource; information technology planning for the ministry; development and maintenance of corporate information systems; management of computer and telecommunications, networks and services; management of land and resource information; management and marketing of information products and services; access to natural resource information; library services; information resource policy, procedures, standards and guidelines; and, information resource training and education.

General Classes or Types of Records

Contains information on legislation, policies and programs related to:

Aquatic Invertebrate
Creel Census Reports, Fish Surveys, Yield Estimates
Crown Land Surveys (plans, field notes)
Dynamics of Fish Populations (habitat control, age)
Electrofishing Field Data
Endangered Species
Forest Management Information System (FORMAGAIN)
Forest Resources Inventory (including aerial photography)
Horizontal and Vertical Control Survey (monument record, reference sketches, computer data)
Land Disposition Maps (G-Plans)
Land Index Listing (Doomsday Books, Land Index

Listing, Land Index System)
Land Titles (disposition, documentation and applications, acquisition)
Map Project (artwork, airphoto, negative film)
Ontario Land Inventory (OLI) Maps
Ontario Topographic Data Base
Records Retention Schedules
Remote-Sensing Technology
Resources Inventory (studies and maps)
Satellite Imagery (computer tape, microfiche)

Manuals

Provide staff with policy, procedures and interpretation to comply with the Management Board Directives and Guidelines as well as guidelines on technical standards.

Forest Inventory Procedure for Ontario
Information Technology
Instructions Governing Crown Land Surveys and Plans
Instruction Manual on the Assessment of Regeneration Success by Aerial Survey
Manual of Supplementary Aerial Photography
Map Production
Name Ontario
Principles of Geographical Naming
Ontario Guidelines for Horizontal Control Surveys
Ontario Specifications for Horizontal Control Surveys
Procedural Guide Governing the Survey of Mining Claims in the Province of Ontario
Records and Information Management

Personal Information Banks

None

Operations Division

The Operations Division is responsible for overseeing the ministry's stewardship of Ontario's natural resources. The division contains five branches and four regions as follows: Aviation, Flood and Fire Management, Forest Resources, Greater Toronto Area, Great Lakes, Operations Integration, Northwest Region, Northeast Region, Central Region, and Southern Region.

Greater Toronto Area, Great Lakes, and Operations Integration Branches

As these branches are in the process of being organized, information pertaining to General Classes and Types of Records and Personal Information Banks is not available as at this printing.

Aviation, Flood and Fire Management

The Aviation, Flood and Fire Management Branch (AFFM) coordinates the operation and maintenance of the provincial fleet of aircraft for forest fire suppression, resources management, aerial surveys, aerial photography, mercy flights, search and rescue missions, and transportation. AFFM organizes fire management planning. In conjunction with the Regions, AFFM coordinates provincial fire management operations, research and development of forest fire equipment and systems, forest fire fighter training and a provincial fire prevention program.

General Classes or Types of Records

Contain information which sets policy, operates and maintains a fleet of aircraft, and coordinates provincial fire management and related telecommunications systems.

Agreements for Aviation and Fire Control (federal, resource sharing, inter-agency, interprovincial, district)
Aircraft and Water Bombers (acquisition, disposal, operation, etc.)

Air Transport, Airbases

Canadian Armed Forces Search and Rescue

Chemical Fire Retardants

China Project

Commercial Aircraft Companies

Communications Towers, Satellites, Licences

Fire Decision Support System (detection, prevention, control operations)

Fire Emergency Service (service centres, training)

Fire Environment and Weather

Fire Review Data (statistics, forest values)

Flight Reports, Requests for Flying

Law Enforcement (fire investigators)

Lightning Locator Network

Prescribed Burning

Provincial Fire Centre Operations Plan

Manuals

The Aviation Flood and Fire Management Centre provides staff with guidelines, technical assistance, standards and operating procedures related to fire detection, suppression, training and attack, prescribed burning, and the operation and maintenance of aircraft. Regional offices have adapted other ministry manuals to reflect their specific requirements.

Personal Information Banks

Forest Fire Personnel - Qualifications

Location: Fire Operations Headquarters. Also regional fire centres. Legal Authority: Ministry of Natural Resources Act, R.S.O. 1990, c.M.31. Information Maintained: Name, rank, qualifications. Uses: Select staff for fire fighting operations. Users: Fire managers, district managers, regional directors, Fire Duty Officer. Individuals in Bank: Natural Resources staff. Retention and Disposal: Updated as changes occur, or every 12 months, then destroyed.

Forest Resources Branch

The branch proposes and develops major long-term policies and priorities for the forest management program; develops, plans and recommends action for program implementation and control including the sale and disposition of timber to meet provincial objectives and industry needs; and provides advice and information to the field to support the delivery of programs for stock production, tree improvement, timber licensing, pest control, private land, forest productivity and technology transfer.

General Classes or Types of Records

Contain information on legislation, policy, procedures, administration, audit, coordination and support services for forest production and practices, pest control, and private-land forestry program control.

Agreement Forests

Allowable Cut/Timber Depletion Calculation

Community Forestry Policy

Comprehensive Forest Policy Framework

Comprehensive Forest Revenue Review

Crown Nursery Audit Reports

Crown Timber Act and Regulations

Fire Control Reports

Forest Industry Mill Licences/Returns

Forest Management Agreements (FMAs) (negotiations, withdrawals and reviews)

Forest Production Policy (schedules, reports and records)

Main Office Audit Reports (operating companies, licences, agencies)

Municipal Tree-Cutting Bylaws

Nursery Notes

Old Growth Ecosystem Policy

Pest Control Records

Private Land Forestry

Private Land Woodlands Strategy

Provincial Stock Production Cost Summaries

Scaling Audits
Seed Collection
Silvicultural Assessment and Information System
Stand Improvement and Site Preparation
Stock Production Summaries and Records
Timber Licences and Related Documents
Timber Management Plans (production work and review schedule, areas harvested, and allowable harvest)
Timber Production Policy
Timber Scaling
Tree Improvement and Tree Seed Program

Manuals

Issued to forestry staff on techniques, guidelines and technical standards, including survey, scaling, inspection and research activities.

Aerial Spraying for Forest Management
Cone Collection and Seed Orchards
Design Guidelines for Forest Management
Forest Information Reports
Forest Regeneration Survey
Forest Resource Notes
Forest Resources Policy and Procedures Directives and Bulletins
Scaling Instructions
Silvicultural Manuals (equipment, species, working groups and records)
Timber Management Planning for Crown Lands in Ontario (1986)
Timber Sales Policy and Procedures Directives
Timber Scaling Status System - User's Guide
Tolerant Hardwood Marking Guide
Woodlands Improvement Act Computer System Documentation

Personal Information Banks

Contain information relating to permits, licences, contractors, agreements and participants in various programs.

Forester Eligibility Records

Location: Forest Resources Branch. Legal Authority: Ministry of Natural Resources Act, R.S.O. 1990, c.M.31. Information Maintained: Name, address, education record. Uses: Maintain lists of eligible candidates for short- or long-term contract or permanent employment. Users: Field and main office managers. Individuals in Bank: Graduate foresters, foresters-in-training, graduates of training programs. Retention and Disposal: Permanent.

Opportunities for Development

Location: Human Resources Branch. Legal Authority: Public Service Act, R.S.O. 1990, c.P.47, s.4(f), R.R.O. 1980, Reg. 881, s.5, s.22. Information Maintained: Resumes and participant's qualifications in accordance with project requirements. Uses: Determine skills and experience required for matching appropriate candidates with specific projects. Users: Human Resources staff, line managers. Individuals in Bank: Individuals submitting resumes for short-term inter ministry projects. Retention and Disposal: Not determined.

Private Container-Production Facilities with Multi-Year Agreements

Location: Forest Resources Branch. Legal Authority: Public Lands Act, R.S.O. 1990, c.P.43, s.5. Information Maintained: Name, address. Uses: Reference; record agreements. Users: Forest Resources Branch staff. Individuals in Bank: Private container-stock (tree seedling) producers with multi-year agreements. Retention and Disposal: Variable, then destroyed.

Private Tree-Planting Contractors

Location: Forest Resources Branch. Legal Authority: Public Lands Act, R.S.O. 1990, c.P.43, s.5. Information Maintained: Name, address. Uses: Maintain list of contractors eligible to bid on tree-planting contracts. Users: Ministry forestry and field staff. Individuals in Bank: Private tree-planting contractors. Retention and Disposal: Permanent.

Scaler's Licences

Location: Forest Resources Branch. Legal Authority: Crown Timber Act, R.S.O. 1990, c.C.51. Information Maintained: Name, address, licence number, scaling course attendance and results, scaling refresher course history, other education, Social Insurance Number. Uses: Issue licences; update eligibility lists of licensed timber scalers. Users: Wood Measurement Section staff. Individuals in Bank: Public- and private-sector licensees. Retention and Disposal: Updated annually, then transferred to archives.

Scaling Audit Certificate

Location: Forest Resources Branch. Legal Authority: Crown Timber Act, R.S.O. 1990, c.C.51. Information Maintained: Name, address, certificate number, scaling audit course attendance and results, scaling audit refresher course history, other education, social

insurance number. Uses: Issue certificates: update eligibility lists of certified scaling auditors. Users: Wood Measurement Section staff. Retention and Disposal: Updated annually, then transferred to archives.

Timber Cutting Permits

Location: Forest Resources Branch, regional and district offices. Legal Authority: Crown Timber Act, R.S.O. 1990, c.C.51, s.2 to s.7; Woodland Improvement Act, R.S.O. 1990, c.W.10, s.3. Information Maintained: Name, address, telephone number, description of property being cut, volume and values to be cut, payments. Uses: Record volumes cut and revenues received. Users: Ministry forestry staff. Individuals in Bank: Permit holders. Retention and Disposal: Seven years, then transferred to archives.

Woodlands Improvement Act - Agreement Holders

Location: Forest Resources Branch. Legal Authority: Forestry Act, R.S.O. 1990, c.F.26: Managed Forest Tax Rebate Program Order in Council. Information Maintained: Name, address, telephone number, property roll number, property acres, lot, concession, township. Uses: Audit rebate recipients (forwarded to districts); answer information requests. Users: Forest Management Branch, Forest Product and Resources Branch, and Communications staff. Individuals in Bank: Individuals receiving rebates under the Managed Forest Tax Rebate Program. Retention and Disposal: Ten years, then transferred to archives.

Northwest, Northeast, Central and Southern Ontario Regional Offices

Northwest Region

The Northwest Region covers all territory east of Manitoba, north of Lake Superior and west of Manitouwadge and the Northeast Region border. It includes one main office in Thunder Bay, one regional office (also located in Thunder Bay), eight district offices (Kenora, Red Lake, Dryden, Fort Frances, Sioux Lookout, Thunder Bay, Nipigon and Geraldton), and five area offices (Atikokan, Ignace, Pickle Lake, Armstrong and Terrace Bay).

Northeast Region

The Northeast Region covers all territory east of Manitouwadge and the Northwest Region border, north to both James and Hudson Bay, east to the Quebec border and south past Gogama to the Central Region border. Northeast Region includes two regional offices (Cochrane and Timmins), seven district offices (Wawa,

Hearst, Chapleau, Timmins, Cochrane, Moosonee and Kirkland Lake), and three area offices (Manitouwadge, Kapuskasing, and Gogama).

Central Region

The Central Region extends south from the Northeast Region border, east from Sault Ste. Marie to the Quebec border at Pembroke and then south past Minden to the Southern Region border. It includes two main offices (Sault Ste. Marie and Haileybury), one regional office (Huntsville), eight district offices (Sault Ste. Marie, Sudbury, Parry Sound, Temagami, North Bay, Algonquin Park, Bancroft, and Pembroke), and four area offices (Blind River, Espanola, Bracebridge and Minden).

General Classes or Types of Records

Contain information on the ministry's programs and responsibilities in northwest, northeast and central Ontario.

Canoe Routes

Capital Development and Maintenance

Cottage Lot Program

Crown Land Camping

Dams - Operation and Maintenance, Generating Stations

District Cutting Licences and Forest Management Unit Records

Federal-Provincial Agreement for the Protection of Reserve Lands

Local Roads Boards, Cottagers Associations

Mill Licence Reports

Quetico Foundation

Railway Crossings

Remote Sensing

Road Construction, Maintenance, Bridges

Solid Waste Disposal

Strategic Fisheries Management Plans

Tenders, Agreements, Concessions

Tourism - Lake Inventory

Tree Nursery Station Records (stock, seed, research and operations)

Unauthorized Occupations of Crown Land Work Permits

Manuals

Field offices have adapted Ministry manuals to reflect their specific requirements.

Personal Information Banks

Contain information relating to the operation and administration of ministry programs and responsibilities

in Ontario field offices, including their respective regional, district, and area offices.

Accommodation or Hunting Services - Certificates

Location: Northwest Regional Office. Legal Authority: O.Reg. 492/83. Information Maintained: Name and address of hunting service or tourist accommodation proprietors, name and address of non-resident bear or deer hunters or immediate resident relatives, bear- and deer-hunting reports. Uses: Analyze compliance with regulations; obtain non-resident bear-and deer-harvest information. Users: Regional wildlife specialist. Individuals in Bank: Proprietors of hunting services or tourist accommodations, non-resident bear and deer hunters. Retention and Disposal: Not determined.

Boat-Cache Decal Holders - Northwest Region

Location: Northwest Regional Office. Legal Authority: Public Lands Act, R.S.O. 1990, c.P.43, s.2. Information Maintained: Numbers, makes, models, sizes, registration numbers and locations of boats cached in the northwestern region, names and addresses of boat owners. Uses: Maintain inventory; control boats cached on Crown land. Users: Ministry lands, fisheries and timber staff. Individuals in Banks: Commercial operators, resource users, residents. Retention and Disposal: Not determined.

Lakes and Rivers Improvement Act - Submissions

Location: Many district offices and regional offices. Legal Authority: Lakes and Rivers Improvement Act, R.S.O. 1990, c.L.3, s.14(1). Information Maintained: Name, address, location of site, size and type of dam, application for location approval, application for approval of plans and specifications. Uses: Maintain records; provide basis for review and approval; maintain inventory of dams. Users: Regional and district administrative and technical staff. Individuals in Bank: Applicants. Retention and Disposal: Not determined.

Land Rentals Accounts Receivable System (RARS)

Location: Central Services Branch and district offices. Legal Authority: Public Lands Act, R.S.O. 1990, c.P.43, s.2, s.15, s.16, s.41, and s.42; Provincial Parks Act, R.S.O. 1980, c.401, s.21(1)(f). Information Maintained: Individual's/company's name, address, Algonquin and Rondeau Park leases, easements, Crown and miscellaneous leases, summer resort leases and licences of occupation, account and lease numbers, property descriptions, annual rents and locations. Uses: Bill for and collect revenue from Crown land leases and

licences; maintain records of all transactions. Users: Staff of Land and Waters Group, Public Lands Section, regional and district offices. Public has access to select information. Individuals in Bank: Companies, individuals renting Crown land. Retention and Disposal: Three years, then destroyed.

Ministry Lists, Comments and Opinions

Location: Some branches; regional, district and area offices. Legal Authority: Ministry of Natural Resources Act, R.S.O. 1990, c.M.31, and a number of other statutes assigned to the Ministry. Information Maintained: Name, address, and/or comments and opinions (in cases only where comments or opinions have been solicited). Uses: to inform interested parties about Ministry events or to solicit comments/opinions concerning natural resource management issues as per legislative requirements. Users: applicable program staff. Individuals in Bank: members of the public who have requested natural resource management information, or who have provided comments/opinions on natural resource management issues. Retention and Disposal: Not determined.

Ontario Ranger Program

Location: District offices. Legal Authority: Ministry of Natural Resources Act, R.S.O. 1990, c.M.31. Information Maintained: Ratings of Ontario rangers, comments on ratings. Uses: Rate performance; provide information to potential employers. Users: District manager; prospective employers, including government ministries, with consent of the individual. Individuals in Bank: 17-year-olds accepted into the Ontario Ranger Program. Retention and Disposal: Two years, then destroyed.

Petroleum Resources Data System (PRDS)

Location: Petroleum Resources Section, London. Legal Authority: Petroleum Resources Act, R.S.O. 1990, c.P.12. Information Maintained: Names and addresses of licensed oil and gas operators. Uses: Obtain technical information for statistical purposes, reports, etc. Users: Ministry staff, associated governments, oil and gas industry. Individuals in Bank: Oil and gas producers and explorers, machine operators, land-owners and lessees. Retention and Disposal: Not determined.

Pits and Quarries Licensees & Permittees

Location: Most district offices. Legal Authority: Aggregate Resources Act, R.S.O. 1990, c.A.8, s.7(1) and s.34(1). Information Maintained: Name, address,

location of property, security on deposit for rehabilitation. Uses: Aggregate production on a yearly basis; determine amount spent on rehabilitation each year. Users: Administrative staff, and pits and quarries inspectors and supervisors. Individuals in Bank: Licensees and Permittees. Retention and Disposal: Not determined.

Site Plan Replacement Schedule

Location: Most district offices in Southern Ontario.

Legal Authority: Aggregate Resources Act, R.S.O. 1990, c.A.8, s.69. Information Maintained: Name, address, location of property, date site plan is to be replaced.

Uses: Establish deadline for licensees to submit new plans. All former licensees under the Pits and Quarries Control Act, who reapplied for a licence under the Aggregate Resources Act, must submit new site plans within four years. Users: Administrative staff, pits and quarries inspectors and supervisors. Individuals in Bank: Licensees. Retention and Disposal: Not determined.

Trapline and Trapping Records

Location: District offices. Legal Authority: Game and Fish Act, R.S.O. 1990, c.G.1. Information Maintained:

Trapper's name, history of traplines, harvest records, conduct. Uses: Administer regional trapping program; manage fur resources; decide on licence renewal, etc.

Users: Program specialists, administrative staff, trappers.

Individuals in Bank: Licensed trappers, fur dealers, applicants for new licences and transfers, fur sealers.

Retention and Disposal: Some for five years, then destroyed, some in perpetuity.

Tree Distribution System - Program Applicants

Location: Some forest stations, tree nurseries. Legal

Authority: Forestry Act, R.S.O. 1980, c.175, s.8.2.

Information Maintained: Name, address, description of property to be planted, nursery stock required and shipped, order number. Uses: Invoicing, stock control, shipping reports. Users: Nursery administrative and technical staff. Individuals in Bank: Applicants.

Retention and Disposal: Five years, then transferred to archives.

Southern Region

Southern Region covers the remainder of Ontario - east from the Detroit/Windsor border, north to Owen Sound, the Bruce Peninsula, and the Central Region border; as far east as Ontario's border with Quebec past Cornwall. It includes two main offices (Toronto and Peterborough), one regional office (Aurora), six district offices (Aylmer, Cambridge, Midhurst, Maple, Tweed, and Kemptville),

and ten area offices (Chatham, Wingham, Owen Sound, Simcoe, Fonthill, Lindsay, Napanee, Carleton Place, Brockville and Cornwall).

General Classes or Types of Records

Contain information on the development, organization, administration and operation of programs in southern Ontario including the Niagara Escarpment and aviation flood and fire management in some regions.

Aquatic Weed Control

Budget Allocations

Budget Review

Canada-Ontario Rideau-Trent-Severn (CORTS)

Canoe Routes

Capital Development and Maintenance

Commercial Fish Buy-Outs

Conservation Officers' Weekly Activity Reports

Crown Land Survey Plans (opinions, field notes, microfilm)

Dams - Operation and Maintenance

District Cutting Licences and Forest Management Unit Records

Financial Audits of Conservation Authorities

Illegal Occupations of Crown land

Map Project (artwork, air photo, negative film)

Mill Licence Reports

Municipal Drains, Subdivisions

Niagara Escarpment Plan

Ontario Land Inventory Maps

Program Reviews and Constraints

Remote-Sensing Technology

Resource Status Reports (predator control, game harvest, wild rice, etc.)

Road Construction, Maintenance, Bridges

Satellite Imagery (computer tape, microfiche)

Southern Ontario Guidelines for Work Program Planning

Southern Ontario Regional Issues

Strategic Fisheries Plans (regions and districts)

Tenders, Agreements, Service Contracts (parks)

Transportation of Dangerous Goods

Tree Nursery Station Records (stock, container seed, chemical research, operations)

Work Planning

Manuals

Field offices have adapted ministry manuals to reflect their specific requirements.

Personal Information Banks

None

Affiliated Agencies

Crown Timber Board of Examiners

The board has three members and sets written and practical examinations in wood measurement to determine eligibility of and recommend candidates for scaler's licences.

General Classes or Types of Records

Contain information relating to the activities of the board.

Administration and Minutes of Board Meetings
Recommendations to the Minister

Personal Information Banks

Contain information on applicants for scaler's licences.

Scaler's Licences - Applications

Location: Timber Sales Branch. Legal Authority: Crown Timber Act, R.S.O. 1990, c.C.51, s.34(1). Information Maintained: Name, address, telephone number, supervisor's recommendation. Uses: Determine eligibility for Scaler's Licence Course. Users: Board members. Individuals in Bank: Applicants. Retention and Disposal: Not determined.

Game and Fish Hearing Board

The board hears appeals concerning commercial trapping, fishing and bait-fish licences, and makes recommendations to the Minister on whether or not a licence should be issued.

General Classes or Types of Records

Contain information relating to the activities of the board.

Appeals, Hearing Procedures
Reports to the Minister

Personal Information Banks

None

Lake of the Woods Control Board

The board has four members, one representing Canada, one representing Manitoba, and two representing Ontario. Responsible for regulating the levels of the Lake of the Woods and Lac Seul and the flows of the Winnipeg and English rivers from the lake outlets to their confluence, and for the control of the diversion of

water from Lake St. Joseph to Lac Seul under specified conditions.

General Classes or Types of Records

Contain information relating to the activities of the board.

Basin Management Studies
Board By-Laws, Policies, Procedures
Correspondence - Board and Basin Affairs
Flow and Level Records

Personal Information Banks

None

Ontario Fisheries Advisory Council

As a citizen's advisory body to the Minister, the council makes recommendations on and monitors expenditures of revenues from resident sport-fishing licences.

General Classes or Types of Records

Contain information relating to the activities of the council.

Administration and Minutes of Council Meetings
Reports to the Minister
Submissions from the Public

Personal Information Banks

None

Ontario Forestry Council

The council recommends to the Minister of Natural Resources appropriate objectives, priorities and funding for forestry research in Ontario. Its 10 members are chosen from universities and the private and public sectors.

General Classes or Types of Records

Contain information relating to the activities of the council.

Minutes (associated background documents and reports)

Personal Information Banks

None

Ontario Geographic Names Board

The board investigates the background of geographic

names and recommends names to be used on maps subject to the approval of the Minister of Natural Resources.

General Classes or Types of Records

Contain information relating to the activities of the board.

Compilation of Official and Non-Official Names of
Topographic Features and Places
Names Submitted and Approved

Personal Information Banks

None

Ontario Renewable Resources Research Review Board

The board has a chairman and 11 members who are chosen from universities, government and private industry. Responsible for recommending and reviewing financing for renewable-resource research at Ontario universities and comparable institutions.

General Classes or Types of Records

Contain information on the activities of the board.

Board Member Review Comments
Consultation with External Reviewers
Funding Applications
Research Projects - Final Reports

Personal Information Banks

Contain information on applicants to grant programs.

Ontario Renewable Resources Research Grant Program (ORRRGP) - Applications

Location: Finance and Administrative Policy Branch.

Legal Authority: Ministry of Natural Resources Act, R.S.O. 1990, c.M.31. Information Maintained: Name, address, telephone number, Social Insurance Number, nationality, professional record. Uses: Award grants.

Users: Board members and selected external reviewers.

Individuals in Bank: Applicants. Retention and Disposal: Not determined.

Ottawa River Regulation Planning Board

The board has seven members and was established under the terms of a Canada-Ontario-Quebec Agreement. Responsible for the preparation and continuing review of policies, guidelines and criteria for the integrated management of the principal reservoirs of the Ottawa River Basin in order to reduce flood damages along the

river, its tributaries and in the Montreal area. Also responsible for the operation and coordination of inflow forecasting, flow routing and optimization models that will reduce flood damage while having the least possible impact on users of the basin.

General Classes or Types of Records

Contain information relating to the activities of the board.

Basin Management Studies
Correspondence - Board and Basin Affairs
Level and Flow Records

Personal Information Banks

None

Provincial Parks Council

As a citizens' advisory committee, the council reports to the Minister on matters assigned to it concerning policy, planning, development and management of the provincial parks system.

General Classes or Types of Records

Contain information on the activities of the council.

Assignments - Background Material
Reports to the Minister
Submissions from the Public

Personal Information Banks

None

Rabies Advisory Committee

This committee, established in 1979, advises the minister on the development of suitable vaccines against rabies and an effective system for vaccinating wild animals. The six members are chosen from the academic community, and the fields of biology, health and agriculture. The secretary is a public servant with the Ministry of Natural Resources.

General Classes or Types of Records

Contain information relating to the activities of the committee.

Correspondence (contractors and others)
Proposals for Rabies Research and Progress Reports
Publications on Rabies
Reports to the Minister, Cabinet Submissions
Trials of Rabies Vaccine in Baits

Personal Information Banks

None

Sturgeon River, Lake Nipissing, French River Watershed Management Advisory Board

The board has nine members, residents of the watershed area, who advise the minister on watershed management and public education about the watershed.

General Classes or Types of Records

Contain information on the activities of the board.

Engineering Reports

Personal Information Banks

None

Temagami Advisory Council

The council, consisting of nine members, provides advice on matters related to land use and the management of natural resources in the Temagami District.

General Classes or Types of Records

Contain information relating to the activities of the Council.

Administrative Documents

Correspondence and Briefs From the Public

Minutes of Council Meetings

Reports to Ministers

Personal Information Banks

The following common personal information bank as described in Chapter II of this directory is maintained.

Employment Application Inventory

Public Records

Contain information relating to leasing and licences of occupation for public and mining lands.

Crown Leases - Public and Mining Lands

Purpose: Record ownership and lease conditions of land.

Legal Authority: Public Lands Act, R.S.O. 1990, c.P.43, s.2, s.16, s.41, and s.42; Mining Act, R.S.O. 1990, c.M.14.

Information Maintained: Name, address, amount of rent, property description.

Retrievability: Property description.

Retention and Disposal: Perpetuity.

Access Procedures: Supervisor, Titles Section, Ministry of Natural Resources, Whitney Block, 99 Wellesley

Street West, Toronto, M7A 1W3. Telephone: (416) 965-1319. Regional and district Lands Offices. Refer to the Government of Ontario Telephone Directory for addresses. Also the Land Registry Office, Ministry of Consumer and Commercial Relations. Refer to the blue pages of the telephone directory for addresses.

Licences of Occupation - Public Lands and Mining Lands

Purpose: Record ownership and licence conditions.

Legal Authority: Public Lands Act, R.S.O. 1990, c.P.43, s.2 and s.20; Mining Act, R.S.O. 1990, c.M.14.

Information Maintained: Name, address, amount of rent, property description.

Retrievability: Property description.

Retention and Disposal: Perpetuity.

Access Procedures: Supervisor, Titles Section, Ministry of Natural Resources, Whitney Block, 99 Wellesley Street West, Toronto, M7A 1W3. Telephone: (416) 965-1319.

NIAGARA COLLEGE OF APPLIED ARTS AND TECHNOLOGY

Head

Chair, Board of Governors
Niagara College of Applied Arts and Technology
P.O. Box 1005
Woodlawn Road
Welland, Ontario
L3B 5S2
Telephone: (416) 735-2211

Access

Freedom of Information and Privacy Coordinator
Human Resources Office
Niagara College of Applied Arts and Technology
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Woodland Road
Welland, Ontario
L3B 5S2
Telephone: (416) 735-2211



A public reading room for the review of manuals and other information is open during regular office hours at Woodlawn Road, Welland.

Mandate

Niagara College is recognized as a dynamic centre of educational excellence. Our programs and services assist students, clients and staff to achieve their full potential and to contribute positively to societal needs and changes with pride, confidence and commitment. As a vital partner in the economic, cultural and social development of the Niagara Region, we enhance its prosperity and quality of life.

Organization

Niagara College is governed by a Board of Governors. The President, as the college's Chief Executive Officer, is responsible for the day-to-day operations of the college. Reporting directly to the President are the Vice President, Academic; the Vice President, Student Life and Human Resources; the Vice President, Administration; the Vice President, Ventures; and the Director, Planning and Institutional Development.

Divisions

Board of Governors

The college is governed by a Board of Governors comprised of 12 appointed external members, four

elected internal members, the President (ex-officio), and an Executive Secretary to the Board. The board is responsible for corporate management and direction.

General Classes or Types of Records

Contain information relating to the development of policy and procedures, program evaluations, and the general direction of the college.

Bylaws

Minutes of the Board and Standing Committees
College Annual Report to the Minister
Operational Reviews

Manuals

Issued to governors and advisory committee members to provide information on policies and administrative procedures.

College Policy and Procedure

Governor's Handbook

Guidelines for Advisory Committee Members

Personal Information Banks

The following common personal information bank as described in Chapter II of this directory is maintained.

Board of Governors Membership

Office of the President

The President is responsible for the overall administration of Niagara College. The Vice President Academic; the Vice President, Administration; the Vice President, Student Life and Human Resources; the Vice President, Ventures; and the Director, Planning and Institutional Development report directly to the President.

General Classes or Types of Records

Contain information on the corporate management of the college as described in Chapter II of this directory. Also contain information on the college's program review function.

Annual Numbered Memoranda

Minutes - Management Committees

Program Approval Records

Program Review Reports

Manuals

Issued to staff to provide information on policies and administrative procedures.

Annual Report to Minister

College Policy and Procedures Manual

Personal Information Banks

None

Advisory Committee Membership

Location: Office of the President, directors' offices.

Legal Authority: Ministry of Colleges and Universities Act, R.S.O. 1990, c.M.19 s.5, R.R.O. 1980 Reg. 640.

Information Maintained: Name, address, home and business telephone numbers, occupation, education, public or professional organization experience, biographical information. **Uses:** Determine eligibility to serve on Advisory Committee; maintain record of committee members for contract and communications, fundraising and social activities. **Users:** Board of Governors, President's office staff, academic and program staff. **Individuals in Bank:** Advisory Committee members. **Retention and Disposal:** Not determined.

Office of the Vice President, Administration

The Vice President, Administration is responsible for the financial management and a variety of support services within the college and also serves as the Treasurer of the Board of Governors. Reporting directly to the Vice President, Administration are the Directors of Financial Services; Physical Resources, Management Information Services, the Registrar; and Manager, Ancillary Services. The division's functions include the management of financial matters (budget, audit, revenue, payroll, college and student insurance) and the provision of support services (purchasing, receiving, inventory control, bookstore, early childhood centre, reprographics, computer services and academic and administrative staff and students, student enrolment, records and registration functions, financial aid and awards for students, telephone system, and property and plant).

General Classess or Types of Records

Contain general administrative records as described in Chapter II of this directory, as well as operational records common to community colleges relating to the enrolment and registration of students.

Child Care Direct Operating Grants Data

Personal Information Banks

The following common personal information banks as described in Chapter II of this directory is maintained.

Graduate and Alumni Records
Ontario Student Assistance Program
Parking Records

Student Appeals (disciplinary, administrative, academic)
Student Applications
Student Registration and Academic History

Office of the Vice President, Academic

The Vice President, Academic is responsible for the development and delivery of full-time and part-time academic programs and courses in the areas of Applied Arts, Technology, Business and Health Sciences. Reporting directly to the Vice President, Academic are the Directors of Applied Arts, Community Services, Technology, Business Studies, Hospitality and Tourism, Nursing, English and Articulation, International Education, Foundation Studies; and the Manager, French Language Services. Major program areas are communications, creative arts, human services, social sciences, computer, electrical, horticulture, manufacturing, mechanics, construction, applied management, tourism and hospitality, office administration, mathematics, specialized business program, nursing, dental, allied health and preschool education.

General Classess or Types of Records

Contain operational records common to community college as described in Chapter II of this directory, relating to the development and delivery of post-secondary academic programs.

Personal Information Banks

The following common personal information banks as described in Chapter II of this directory are maintained.

Day Care Registrants
Health and Medical Records (dental clinic)
Teacher Workload Records (Standard Workland Form)
Tests, Examinations and Assessments

Office of the Vice President, Student Life and Human Resources

The Vice President, Student Life and Human Resources, is responsible for the overall administration of student life and human resources at the college. The Directors of Student Services and Human Resource Services; the Coordinator, Professional Development Committee; the Manager, Media Print; the Manager, Health and Safety; and the Head Librarian of the Learning Resource Centres report directly to the Vice President, Student Life and Human Resources. The division's functions include the management of the Learning Resource Centres, media services, athletics, health services, counselling, job placement, cooperative education placements, education

and employment equity, pay equity, human resource management and freedom of information.

General Classess or Types of Records

Contain operational records common to community colleges relating to the provision of the student services listed above and the management of human resources.

Professional Development Records
Freedom of Information Files

Manuals

Contain personnel policies and procedures and guidelines on employee benefits.

Academic Staff Classifications
Benefit Guide
Collective Agreements
Employment Equity Manual
Freedom of Information Manuals
Hiring Practice Handbook
Hiring Procedures
Pay Equity Manual
Support Staff Classifications

Personal Information Banks

The following common personal information banks as described in Chapter II of this directory are maintained.

Co-op, Work Term, Final Job Placements
Employee Personnel, Payroll and Benefits Records
Freedom of Information and Protection of Privacy Act Requests
Grievances and Applications
Health and Medical Records
Job Competitions and Applications
Library Users Lists
Ombudsman/Human Rights Commission
Scholarships and Awards
Student Athletics and Fitness Programs
Student Counselling
Travel Expense Accounts
Vocational Testing and Counselling
Workers' Compensation

Office of the Vice President, Ventures

The Vice President, Ventures is responsible for the overall administration of adult skills development, access, apprenticeship and skilled-trades training programs, partnership development, marketing and communications. The Directors of Marketing and Communications, Skills Development, Joint Ventures, Access, Continuing Education, and Technical Skills Training report directly to the Vice President, Ventures.

General Classess or Types of Records

Contain operational records common to community colleges relating to the development and delivery of employer- and government-sponsored programs and general college programs.

Labour Market Studies
Research and Development Project Files

Personal Information Banks

The following common personal information banks as described in Chapter II of this directory are maintained.

FUTURES Program Applicants and Participants
Ontario Basic Skills Program Trainees
Ontario Training Incentive Program Trainees
Tests, Examinations and Assessments

Also contain information on labour market studies, research and development projects and employers.

Employer Contact Files

Location: Ontario Skills Development Office. Legal Authority: Order in Council 701/85. Information Maintained: Name of contacts, name of organization, telephone numbers, training plans. Uses: Administer Ontario Skills program. Users: Staff of the Ontario Skills Development Office and the Ministry of Skills Development. Individuals in Bank: Program participants. Retention and Disposal: Seven years, then destroyed.

Office of the Director, Planning and Institutional Development

The Director, Planning and Institutional Development is responsible for the strategic planning process of the college, the operational review process and community liaison.

General Classes or Types of Records

Contain operational records common to community colleges as described in Chapter II of this directory, relating to the college direction.

Operational Review

Personal Information Banks

None

NIAGARA PARKS COMMISSION

Head

Chairman of the Niagara Parks Commission
2nd Floor, Oak Hall
7400 Portage Road South
P.O. Box 150
Niagara Falls, Ontario
L2E 6T2
Telephone: (416) 356-2241

Access

Freedom of Information and Privacy Administrator
The Niagara Parks Commission
P.O. Box 150
Niagara Falls, Ontario
L2E 6T2
Telephone: (416) 356-2241



A public reading room for the review of manuals and other information is open during regular office hours at Oak Hall, 7400 Portage Road South, Niagara Falls.

Mandate

To preserve and enhance the natural beauty of the Falls and the Niagara River corridor for the enjoyment of visitors, while maintaining financial independence.

Organization

The commission operates and maintains parks, historic sites, retail outlets, food facilities, and golf courses along the Niagara River from Fort Erie to Niagara-on-the-Lake. The head office is in Niagara Falls. Programs are administered from the head office by an organization of nine departments.

Divisions

General Manager

The general manager acts as secretary to the commission and is responsible for the overall operation of the Niagara Parks Commission which includes these departments, Administration, Accounting, Engineering, Food Services, Horticulture, Planning and Development, Police Public Relations and Advertising, and Retail Operations. Provides staff support to the chairman who reports to the Minister of Tourism and Recreation.

General Classes or Types of Records

Contain information on general administration, internal reports and information requests and inquiries from the general public, liaison with local municipalities and Ontario government ministries.

Applications for Privileges
Capital Works Projects and Major Maintenance
Development Within and Adjacent to Commission Lands
Drummond Hill Cemetery Records
Grants in Lieu of Taxes
Horticultural Practices and Procedures
Land Rentals (Power Companies)
Local Municipalities, Bylaws, Zoning
Niagara Falls Illumination Board
Niagara Parks Commission Concessions (internal reports and statistics)
Occupational Health and Safety (inspection reports, training)
Parking and Traffic
Police Files (permits, investigations, occurrences)
School of Horticulture Files
Special Events (tours, band concerts, film productions)

Manuals

Instructional in nature and supplied to appropriate police staff to outline correct procedures and areas of responsibility.

Police Officer's Handbook
Seasonal Officer's Handbook

Personal Information Banks

Primarily personnel-related and used for general administrative purposes. Include all employee records and files, with information pertaining to recruitment, salary, classification, labour relations and employee relations, appraisals, programs and activities. Also School of Horticulture applications for admission, student and graduate records concerning academic achievement as well as records of all licensed sightseeing guides and sightseeing vehicle owners.

Attendance Records

Location: Payroll Office. Legal Authority: Niagara Parks Act, R.S.O. 1990, c.N.3, s.4(l). Information Maintained: Name, records of work attendance. Uses: Record absences; provide attendance statistics. Users: Managers, human resources and finance staff. Individuals in Bank: Commission employees. Retention and Disposal: Variable up to 50 years after employment termination, then destroyed.

Employment Application Inventory

Location: Human Resources Office. Legal Authority: Niagara Parks Act, R.S.O. 1990, c.N.3, s.4(i). Information Maintained: Applications, name, address, resumes. Uses: Identify candidates for employment. Users: Managers, human resources staff. Individuals in Bank: Job applicants. Retention and Disposal: One year, then destroyed.

Job Competitions

Location: Human Resources Office. Legal Authority: Niagara Parks Act, R.S.O. 1990, c.N.3, s.4(i). Information Maintained: Applications, name, address, resumes. Uses: Document hiring process; provide statistical data. Users: Managers, human resources staff. Individuals in Bank: Job competition applicants. Retention and Disposal: One year, then destroyed.

Occupational Health and Safety/Workers' Compensation Files

Location: Safety Office. Legal Authority: Niagara Parks Act, R.S.O. 1990, c.N.3, s.4(i); Workers' Compensation Act, s.22, 23 and 133; Occupational Health and Safety Act, s.25, 26. Information Maintained: Name, address, telephone number, Social Insurance Number, details of injury/accident. Uses: Process claims under Workers' Compensation Act. Users: Workers' Compensation Board, safety and Human Resources staff. Individuals in Bank: Commission employees. Retention and Disposal: Thirty years, then destroyed.

Payroll Records

Location: Payroll Office. Legal Authority: Niagara Parks Act, R.S.O. 1990, c.N.3, s.4(i). Information Maintained: Name, address, date of birth, work history, other basic employee data. Uses: Issue pay cheques; prepare statistical reports (e.g., T-4s). Users: Managers, Human Resources and Finance staff. Individuals in Bank: Commission employees. Retention and Disposal: Variable up to 50 years after employment termination, then destroyed.

Personnel Files

Location: Human Resources Office. Legal Authority: Niagara Parks Act, R.S.O. 1990, c.N.3, s.4(i). Information Maintained: Name, address, date of birth, work history, other basic employee data. Uses: Maintain personnel records; administer human resources program. Users: Managers, Human Resources and Finance staff. Individuals in Bank: Commission employees. Retention and Disposal: Up to 50 years after employment termination, then destroyed.

School of Horticulture Applications for Admission Inventory

Location: School of Horticulture. Legal Authority: Niagara Parks Act, R.S.O. 1990, c.N.3, s.4(i). Information Maintained: Name, academic and work history. Uses: Determine eligibility/suitability for admission to the School. Users: Commission and School of Horticulture management staff. Individuals in Bank: Applicants for admission to the School of Horticulture. Retention and Disposal: One year, then destroyed.

School of Horticulture Graduate and Alumni Records.

Location: School of Horticulture. Legal Authority: Niagara Parks Act, R.S.O. 1990, c.N.3, s.4(i). Information Maintained: Name, date of birth, program and graduation information. Uses: Maintain a record of alumni for contact and communications re social activities and horticultural advice, developments and employment opportunities. Users: School of Horticulture, office staff, Alumni executive. Individuals in Bank: Graduates and alumni. Retention and Disposal: Not determined.

School of Horticulture Student Records

Location: School of Horticulture Building. Legal Authority: Niagara Parks Act, R.S.O. 1990, c.N.3, s.4(i). Information Maintained: Name, Social Insurance Number, medical information, academic history, work history, progress reports re practical and academic classwork, examination results, scholarships and awards. Uses: Record level of academic success in the program; determine graduation status. Users: Commission management, School of Horticulture staff. Individuals in Bank: Students of the School of Horticulture. Retention and Disposal: Five years following graduation then portion transferred to Alumni/Graduate Information Bank and remainder destroyed.

Sightseeing Guide and Vehicle Owner Licence Records

Location: Police Building. Legal Authority: Niagara Parks Act, R.S.O. 1990, c.N.3, s.21(h) and (i). Information Maintained: Name, address, phone number, driver's licence number, employer, vehicle and insurance information, test results. Uses: Licensing, regulating and governing sightseeing activities on commission lands to ensure satisfactory standard of information services to visitors. Users: Public Relations, Finance and Police staff. Individuals in Bank: Holders of NPC Sightseeing Guide licence and owners of licensed sightseeing vehicles. Retention and Disposal: Two years, then destroyed.

COLLÈGE NORTHERN COLLEGE OF APPLIED ARTS AND TECHNOLOGY

Head

Chair, Board of Governors
Collège Northern College of Applied Arts and Technology
P.O. Box 2002
South Porcupine, Ontario
P0N 1H0
Telephone: (705) 235-3211

Access

Freedom of Information and Privacy Coordinator
Collège Northern College of Applied Arts and Technology
P.O. Box 2002
South Porcupine, Ontario
P0N 1H0
Telephone: (705) 235-3211



A public reading room for the review of manuals and other information is open during regular business hours at the South Porcupine site.

Mandate

Collège Northern College provides practical, career-oriented education for post secondary and adult students from the Districts of Cochrane and Temiskaming as well as other areas of Ontario.

Organization

Collège Northern College is governed by a 17-member Board of Governors, which includes four non-voting members from faculty, support staff, student and administration groups; and the President as ex-officio member. The college comprises the following divisions: Finance and Administration, Human Resources, Student Services, Special Programs, and Programs. The Programs Division serves the following fields: Mining and Instrumentation; Health Sciences; General Arts; Applied Arts; Business; Mechanical Welding and Skills; and Applied Technology which includes computers, electronics, and electrical and civil technology. Under the Programs Division, there is also the Bureau of Program and Staff Development and the Computer-Aided Division. There are five major sites: Moosonee,

Kapuskasing, Timmins, Kirkland Lake and Haileybury, with several smaller educational centres throughout the area. Administrative headquarters are located in Timmins.

Divisions

Board of Governors

The Board of Governors is appointed by the Council of Regents and establishes college goals and policies, and oversees college operations. The board has three standing committees: Executive; Finance, Administration and Properties; and Staff/Student/Academic Affairs. The college auditor and the James Bay Education Centre Advisory Board report directly to the Board of Governors.

General Classes or Types of Records

Contain information relating to the development of policy, the establishment of goals and objectives, and the general direction of college operations. Also contain information relating to the James Bay Education Centre Advisory Board.

Board of Governors and Standing Committee Minutes
Board of Governors Bylaws
James Bay Education Centre Advisory Board Minutes

Personal Information Banks

The following common personal information bank as described in Chapter II of this directory is maintained.

Board of Governors Membership

President's Office

Appointed by and responsible to the Board of Governors, the President is Chief Executive Officer responsible for managing the business affairs of the college. The Director of French Services and the Director of Native Services report directly to the President.

General Classes or Types of Records

Contain information on the management of the college.

Manuals

Issued to staff on policies approved by the Board of Governors and on administrative procedures for the college.

Board of Governors Policy Manuals
College Administrative Procedures

Personal Information Banks

None

Programs Division

The division provides educational programs to full-time students in the fields of Business, Health Sciences, Technology and Applied Arts. It also administers the Porcupine, Kirkland Lake and Kapuskasing sites, as well as the Haileybury School of Mines and the James Bay Education Centre.

General Classes or Types of Records

Contain operational records common to community colleges as described in Chapter II of this directory relating to the development and delivery of academic programs.

Professional Development Records

Manuals

Issued to students and containing information on policies, rules, regulations and guidelines for educational programs.

Student Handbook

Personal Information Banks

The following common personal information banks as described in Chapter II of this directory are maintained.

Co-op, Work Term, Final Job Placements

Student Services

The Executive Dean of Student Services administers student admissions and enrolment, student affairs and counselling, and marketing of the college's programs. The division also manages the student record information system for the college.

General Classes or Types of Records

Contain operational records common to community colleges as described in Chapter II of this directory relating to the enrolment and registration of students and the provision of student services.

Manuals

Issued to students and containing information on student services and academic policies and procedures.

Student Services Handbook

Personal Information Banks

The following common personal information banks as described in Chapter II of this directory are maintained.

Graduate and Alumni Records

Health and Medical Records (students only)

Ontario Student Assistance Program

Scholarships and Awards

Student Appeals (disciplinary, administrative, academic)

Student Applications

Student Athletics and Fitness Programs

Student Counselling

Student Registration and Academic History

Tests, Examinations and Assessments

Finance, Administration and Physical Plant

The division is responsible for the management of the college's physical plant and ancillary operations (bookstore, student and staff residences) and for finance and administrative support services.

General Classes or Types of Records

Contain general administration records as described in Chapter II of this directory as well as information relating to the operation of Kirkland Lake Campus Student Residence and the James Bay Education Centre's Faculty Housing.

Personal Information Banks

None

Human Resources

The division provides personnel and human resource management services for the college.

General Classes or Types of Records

Contain general administration and operational records as described in Chapter II of this directory, relating to human resource management. Also contain special reports on specific aspects of the college's human resource planning.

Special Reports on Early Retirement and Manpower Planning

Manuals

Issued to division staff relating to personnel and human resources practices.

Human Resources Procedures

Personnel Manual

Personal Information Banks

The following common personal information banks as described in Chapter II of this directory are maintained.

Employee Personnel, Payroll and Benefits Records
 Freedom of Information and Protection of Privacy Act Requests
 Health and Medical Records (employees only)
 Grievances and Applications
 Job Competitions and Applications
 Ombudsman/Human Rights Commission
 Workers' Compensation

Special Programs

The division is responsible for the negotiation and administration of all federal government direct and indirect seat purchase programs, continuing education, Ontario government-sponsored programs such as FUTURES, Ontario Basic Skills and the Ontario Skills Development Office, the Ontario Skills Incentive Fund, all Community Services programs, special projects, and the Computer/Management Centre.

General Classes or Types of Records

Contain operational records common to community colleges as described in Chapter II of this directory, relating to government relations and the administration of government-sponsored programs.

Personal Information Banks

The following common personal information banks as described in Chapter II of this directory are maintained.

Day Care Registrants
 FUTURES Program Applicants and Participants
 Ontario Basic Skills Program Trainees
 Ontario Training Incentive Program Trainees

Also contain information about community services and Computer/Management Centre clients.

Community Services Program Clients

Location: Special Programs Division. Legal Authority: Ministry of Colleges and Universities Act, R.S.O. 1990, c.M.19. Information Maintained: Name, address, telephone number. Uses: Placement of clients. Users: Special Programs Division staff. Individuals in Bank: Clients participating in the program. Retention and Disposal: One year, then destroyed.

Computer/Management Centre Clients

Location: Special Programs Division. Legal Authority: Ministry of Colleges and Universities Act, R.S.O. 1990, c.M.19. Information Maintained: Name, address, telephone number of company, name of trainee and/or name, address, telephone number, sex of trainee. Uses: Administer and operate Computer/Management Centre. Users: Special Programs Division staff. Individuals in Bank: Individuals trained in computer and management courses through the centre. Retention and Disposal: Permanent.

MINISTRY OF NORTHERN DEVELOPMENT AND MINES

Head

Minister of Northern Development and Mines
10th Floor, 10 Wellesley Street East
Toronto, Ontario
M4Y 1G2
Telephone: (416) 965-3707

Access

Freedom of Information and Privacy Coordinator
Ministry of Northern Development and Mines
c/o Legal Services Branch
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Two public reading rooms for the review of manuals and other information are open during regular office hours in the Mines Library on the eighth floor at 77 Grenville Street, Toronto, and on the third floor at 159 Cedar Street, Sudbury.

Mandate

The ministry's mandate is to stimulate economic and social development in northern Ontario, coordinate the policies and programs of other ministries to ensure that the special needs of northerners are addressed by the government, and encourage and regulate the orderly development and use of the province's mineral resources.

Organization

The ministry is organized into three divisions and 17 branches. The head office is in Sudbury, although a small staff group is located in Toronto. There is a network of four regional offices and 45 field offices throughout Northern Ontario.

Divisions

Mines and Minerals Division

The division develops and administers mineral resources policies; maintains statistics on mineral economics; administers the Mining Act and the Ontario Mineral Exploration Act; undertakes geological, geophysical, and geochemical surveys, mineral deposit studies, and geochronology studies; develops new exploration techniques; compiles exploration reports, drill-hole logs,

mineral deposit data, and rock chemical databases; and maintains a mines library. The division comprises: Ontario Geological Survey's Geoscience Branch and Client Services Branch, Mineral Development and Rehabilitation Branch, Mining Lands Branch, and Planning and Information Office.

General Classes or Types of Records

Contain information on mines and minerals policies and programs.

Assessment Documents
Environmental Records
Geoscience Laboratory Analyses
Geoscience Reports and Maps
Land Roll Files
Market Analyses
Mineral Commodities
Mines and Minerals Policies and Options
Mining Claim Record Sheets
Project Proposals
Research Studies
Resource-Base Studies
Statistical Reports
Task Force Reports

Manuals

Issued to ministry staff and available to the public to provide guidelines on administrative procedures and operational policy.

Administrative Guidelines for Geological Field Crews
Geoscience Laboratories Manual
Guide to Authors
Guide to Legislation Affecting Mining in Ontario
Mining Lands - Manual of Administration
Review Geologists' Guide

Personal Information Banks

Contain information required for the development of mines and minerals policies, registration, and delivery of ministry programs and services.

Assays and Analyses - Results and Requests

Location: Ontario Geological Survey. Legal Authority: Mining Act, R.S.O. 1980, c.268, s.63. Information

Maintained: Individual's/company's name, address, telephone number, results of assays and analyses, claim numbers, prospector's licence numbers. Uses: Determine chemical and petrologic composition of minerals; compile a data bank for policy, planning and statistics.

Users: Ontario Geological Survey and Mineral

Development Branch staff. Individuals in Bank: Individuals/companies seeking results of assays and analyses. Retention and Disposal: Fifty years, then destroyed.

Census of Mines, Quarries and Sand Pits

Location: Mineral Statistics Section. Legal Authority: Mining Act, R.S.O. 1990, c.M.14, s.4. Information Maintained: Individual's/corporation's name, address. Uses: Determine economic and statistical information. Users: Federal and provincial mining and minerals staff. Individuals in Bank: Individuals operating in the mining industry. Retention and Disposal: Five years, then destroyed.

Refinery Licence Records

Location: Mineral Statistics Section. Legal Authority: Mining Act, R.S.O. 1990, c.M.14, s.158. Information Maintained: Individual's/corporation's name, address. Uses: Maintain record of applications for refinery licences. Users: Mineral statistics staff. Individuals in Bank: Refinery licence holders. Retention and Disposal: Five years, then destroyed.

Request Files

Location: Ontario Geological Survey and Mines and Minerals field offices. Legal Authority: Mining Act, R.S.O. 1990, c.M.14, s.4. Information Maintained: Individual's/company's name, address, telephone number. Uses: Respond to client enquiries. Users: Ontario Geological Survey staff. Individuals in Bank: Individuals/companies seeking specific information about mines and minerals activities. Retention and Disposal: Until the client needs are met, then destroyed.

Research and Exploration Technology Grants - Applicants

Location: Ontario Geological Survey. Legal Authority: Mining Act, R.S.O. 1990, c.M.14, s.4. Information Maintained: Name, address, telephone number, research proposals. Uses: Determine eligibility for grant programs. Users: Grants administrator, grants committee and accounting staff. Individuals in Bank: Applicants. Retention and Disposal: Not determined.

Reserves/Resources from Private Companies and/or Individuals

Location: Ontario Geological Survey and field offices. Legal Authority: Mining Act, R.S.O. 1990, c.M.14, s.4 and s.11. Information Maintained: Individual's/company's name, address, telephone number, ore reserves and future plans. Uses: Provincial planning for

mining and minerals. Users: Ontario Geological Survey staff. Individuals in Bank: Individuals/companies with ore reserves. Retention and Disposal: Not determined.

Public Records

Contain mining claims and prospector's licences.

Claim Tags - Sales

Purpose: Maintain a record of claim tags sold to individuals; verify correspondence of claim numbers to prospector's licences. Legal Authority: Mining Act, R.S.O. 1990, c.M.14, s.47. Information Maintained: Individual's/company's name, prospector's licence number. Retrievability: Name, prospector's licence number. Retention and Disposal: Perpetuity. Access Procedures: Requests made in person, in writing or by telephone to the nine Mining Recorder Offices listed in the blue pages of the public telephone directory.

Claims Index

Purpose: Monitor and maintain a record of mining claims in good standing. Legal Authority: Mining Act, R.S.O. 1990, c.M.14, s.7. Information Maintained: Individual's/company's name, prospector's licence number. Retrievability: Name, claim number. Retention and Disposal: Perpetuity. Access Procedures: Requests made in person, in writing or by telephone to the nine Mining Recorder offices listed in the blue pages of the public telephone directory.

Prospectors' Licences

Purpose: Maintain a record of the status of prospectors' licences. Legal Authority: Mining Act, R.S.O. 1990 c.M.14, s.19, s.21, s.22, and s.23. Information Maintained: Individual's/company's name, address, prospector's licence number. Retrievability: Name. Retention and Disposal: Perpetuity. Access Procedures: Requests made in person, in writing or by telephone to the nine Mining Recorder Offices listed in the blue pages of the public telephone directory.

Northern Development and Transportation Division

The Northern Development and Transportation Division is responsible for policy and program development for Northern Ontario. It also sets the priorities and funding for the Highway Construction Program and the Remote Airports Program in Northern Ontario and provides rail, bus, ferry, air and telecommunications services to Northern Ontario through the Ontario Northland Transportation Commission (ONTC). The division is

divided in to the Northeastern and Northwestern Regional Offices and the Policy and Program Development Branch. Twenty-eight Northern Development Officers provide program delivery and information services for Northern Ontario.

General Classes or Types of Records

Contain information on policy, planning and procedures for all programs and economic and social activities delivered by the ministry. Also contain general information on federal and provincial programs.

Commission Reports
Committee Reports
Policy and Planning
Program Files
Project Files
Public Surveys
Research Reports
Task Force Reports

Manuals

Issued to ministry staff and Local Services Boards to provide guidelines and interpretations of legislation and programs.

Handbook of Management Guidelines for Local Services Boards
Program Guidelines Manual

Personal Information Banks

Contain information required for the registration of clients and delivery of ministry programs and services.

Client Enquiry and Program Files

Location: Interministerial and Customer Services and field offices. Legal Authority: Ministry of Northern Affairs Act, R.S.O. 1990, c.M.32. Information Maintained: Client's name, address, telephone number, driver's licence, vehicle licence, medical information, OHIP and Old Age security numbers, Social Insurance Number, annual income, marital or family status, age, place of birth, parents' names, employment records, business complaints, education. Uses: Determine eligibility for federal and provincial programs; facilitate the completion of applications for programs and services. Users: Ministry administrative staff. Individuals in Bank: Individuals/corporations applying for or enquiring about ministry and agency programs and services. Retention and Disposal: Not determined.

Ministry Program Files

Location: Policy and Program Development Branch,

Northwestern Regional Office, Northeastern Regional Office, and Northern Affairs offices. Legal Authority: Ministry of Northern Affairs Act, R.S.O. 1990, c.M.32. Information Maintained: Name, address, telephone number, company ownership, proposed corporate initiatives. Uses: Determine eligibility for ministry programs. Users: Regional branch staff, ministry accounting staff. Individuals in Bank: Individuals/companies applying for ministry programs. Retention and Disposal: Seven years, then destroyed.

Corporate Services Division

The division is responsible for external communications, customer services, financial management, corporate policy and planning, records management, library services, legal services, employee counselling and training, purchasing, mail services, office services, and administration. The division comprises: Communications Services Branch, Corporate Policy and Planning Branch, Financial Services Branch, Legal Services, Human Resources Branch, Relocation Project, Information Technology and Office Services, and Audit Services.

General Classes or Types of Records

Contain general administrative records as described in the introduction to this directory. Also contain information on financial, policy and planning matters; personnel policies; communications materials; and government programs.

Planning Files
Program Files
Project Records
Public Surveys
Staff Research Reports
Statistical Reports

Manuals

Issued to head office and branch staff to provide guidelines on administrative and operational policy and procedures.

Ministry Manual

Personal Information Banks

The following common personal information banks as described in Chapter II of this directory are maintained.

Career Planning/Training
Central Attendance Recording System (CARS)
Employment Application Inventory
Employment Equity Program

Freedom of Information and Protection of Privacy Act Requests
General Employment History and Payroll Information
Grievance and Applications
Integrated Payroll, Personnel and Employee Benefits System (IPPEBS)
Job Competitions
Litigation Files
Medical Information (Personnel)
Ombudsman/Human Rights Commission
Parking Records
Performance Management
Travel/Expense Accounts
Workers' Compensation (maintained by the Ministry of Natural Resources and the Ministry of Transportation)

Also contain information on medical test results.

Medical Surveillance Records

Location: Occupational Health and Safety Section. Legal Authority: Occupational Health and Safety Act, R.S.O. 1990, c.O.1, s.26. Information Maintained: Name, Social Insurance Number, test results. Uses: Workers' Compensation Board claims. Users: Occupational Health and Safety Section staff, on-site manager, Workers' Compensation Board staff, Health and Safety Committees. Individuals in Bank: Ontario public servants, Crown employees. Retention and Disposal: Not determined.

Affiliated Agencies

Northern Ontario Heritage Fund Corporation

The corporation provides advice to the government, carries out studies and provides financial assistance for the enhancement and diversification of the Northern Ontario economy.

General Classes or Types of Records

Contain information on general administrative matters, correspondence, minutes of meetings, and financial and economic issues.

Personal Information Banks

Contain information required to assess eligibility for financing under various programs.

New Technology Program Requests

Location: NOHFC head office. Legal Authority: Northern Ontario Heritage Fund Act, R.S.O. 1990, c.N.5. Information Maintained: Name, address,

telephone number, age, financial information relating to the project. Uses: Evaluate project. Users: Staff of the Northern Ontario Development Corporation and the Northern Ontario Heritage Fund. Individuals in Bank: Individuals applying to the program. Retention and Disposal: Seven years after the completion of the financing program, then destroyed.

NOR Fund Program Requests

Location: NOHFC head office. Legal Authority: Northern Ontario Heritage Fund Act, R.S.O. 1990 c.N.5. Information Maintained: Name, address, telephone number, age, financial information relating to the project. Uses: Evaluate project. Users: Staff of the ministries of Northern Development and Mines, Natural Resources, Tourism and Recreation, the Northern Ontario Development Corporation and the Northern Ontario Heritage Fund. Individuals in Bank: Individuals applying to the program. Retention and Disposal: Seven years, then destroyed.

Single-Industry Towns Program Requests

Location: NOHFC head office. Legal Authority: Northern Ontario Heritage Fund Act, R.S.O. 1990 c.N.5. Information Maintained: Name, address, telephone number, age, financial information relating to the project. Uses: Evaluate project. Users: Staff of the Northern Ontario Development Corporation and the Northern Ontario Heritage Fund. Individuals in Bank: Individuals applying to the program. Retention and Disposal: Seven years after the completion of the financing program, then destroyed.

Special Projects Program Requests

Location: NOHFC head office. Legal Authority: Northern Ontario Heritage Fund Act, R.S.O. 1990, c.N.5. Information Maintained: Name, address, telephone number, age, financial information relating to the project. Uses: Evaluate project. Users: Staff of the Northern Ontario Development Corporation and the Northern Ontario Heritage Fund. Individuals in Bank: Individuals applying to the program. Retention and Disposal: Seven years after the completion of financing program, then destroyed.

Ontario Northland Transportation Commission

This commission will be found in its own chapter of this directory.

ONTARIO FOOD TERMINAL BOARD

Head

Chair of the Board
Ontario Food Terminal Board
165 The Queensway
Etobicoke, Ontario
M8Y 1H8
Telephone: (416) 259-5479

Access

Freedom of Information and Privacy Coordinator
Ontario Food Terminal Board
165 The Queensway
Etobicoke, Ontario
M8Y 1H8
Telephone: (416) 259-5479



A public reading room for the review of manuals and other information is open during regular office hours at 165 The Queensway, Etobicoke.

Mandate

The responsibilities of the board are to acquire, construct and operate a wholesale fruit and produce market in the County of York known as the Ontario Food Terminal; acquire and operate facilities for the transportation and handling of fruit and produce for the purposes of the terminal; and perform such acts as may be necessary or expedient to carry out its operations and undertakings.

Organization

The board consists of seven members appointed by the Lieutenant Governor in Council. The board is given the responsibility of carrying out all regulations laid down under the act. The terminal is a self-sustaining public utility covering its operating expenses through fees and rentals. The board is organized with one Administration Department where all tenant files and cold storage records are maintained.

General Classes or Types of Records

Contain general administrative information.

Rentals and Fees
Requests for Space
Tenant Files

Personal Information Banks

The following common personal information banks as described in the introduction to this directory are maintained.

Central Attendance Records System (CARS)
Employment Application Inventory
General Employment History and Payroll Information
Integrated Payroll, Personnel and Employee Benefit System (IPPEBS)
Travel/Expense Accounts
Workers' Compensation

ONTARIO HYDRO

Head

Chair, Board of Directors
700 University Avenue
Toronto, Ontario
M5G 1X6
Telephone: (416) 592-2736

Access

Corporate Records and Freedom of Information Officer
Ontario Hydro
H6-A17
700 University Avenue
Toronto, Ontario
M5G 1X6
Telephone: (416) 592-2736
Fax: (416) 592-5514

A Public Reference Centre for the review of manuals and other information is open during regular office hours on the mezzanine level at 700 University Avenue, Toronto.

MANDATE

Ontario Hydro operates under the authority of the Power Corporation Act. The corporate goal is to meet the requirements of the Ontario community for electric service, including the manner of its provision, so as to result in the greatest overall benefit to the community and in the lowest cost to the customer for that service over the long term.

ORGANIZATION

The business and affairs of Ontario Hydro are directed and controlled by a board of directors. The corporation is organized into an executive office, 11 branches and 47 divisions including five regions. Within the five regions there are 47 area offices. Note that the primary organizational unit at Ontario Hydro is the branch rather than the division.

Board of Directors and Executives

The Board of Directors controls and directs the business and affairs of Ontario Hydro. The function of the Executive is to manage the corporation in conformance with direction from the Board of Directors, and the chairman on its behalf. The Executive is made up of

Audit Division, the Executive Office, Law Division, New Business Ventures Division, Office of the Secretary and Power System Operations Division.

General Classes or Types of Records

Contain proceedings of the Board of Directors and its committees, minutes of executive and senior management committee meetings, and executive office correspondence.

Memoranda for Executive Approval

Memoranda to the Board of Directors

Minutes of Meetings (Board of Directors, committees to the board, executive and senior management committees)

Manuals

Ontario Hydro's management system is documented in a series of manuals constituting the comprehensive, authorized reference for the manner in which Ontario Hydro is organized and operated. These manuals are issued to managers throughout the corporation to assist them in carrying out their functions.

Organization Authority Register

The Organization and Operation of Ontario Hydro (OOOH)

Personal Information Banks

Common employee information banks are described under Human Resources Branch.

Audit Division

This division provides reasonable assurance to the Board of Directors and Management of Ontario Hydro concerning the economy, efficiency and effectiveness of the Corporation's operations and systems of internal control, with a view to action being taken for improvements where warranted.

General Classes or Types of Records

Contain information resulting from audits of Ontario Hydro's operations.

Manuals

Issued to Audit Division staff to provide detailed guidance on the planning and conducting of audits.

Financial and Computer Audit Policies and Procedures
Operational Audit Handbook

Personal Information Banks

Common employee information banks are described under Human Resources Branch.

Law Division

The Law Division is responsible for ensuring that Ontario Hydro's rights are identified and protected; that operations are conducted in compliance with legal requirements; and that Ontario Hydro is provided with legal advice and services conducive to effective operation.

General Classes or Types of Records

Contain legal information supporting the corporation's powers, rights and duties, the conduct of its business and its relationship to others.

Arbitration Records
Bonds, Notes and Debentures Files (working papers)
Claims Correspondence
Labour Relations Files (working papers)
Litigation Records
Municipal Pension Files
Ontario Hydro Pension Files
Patent, Trademark and Copyright Files
Pension Plan and Investments
Property (working papers)

Personal Information Banks

Common employee information banks are described under Human Resources Branch.

New Business Ventures Division

This division provides a corporate focus for the marketing, assessment, development and implementation of business opportunities outside the electric service business.

General Classes or Types of Records

Contain information on the sale of Ontario Hydro's products, services and technologies to external markets.

Contracts, Agreements and Rights Acquired
International Projects and Marketing Records
Marketing Training Record

Personal Information Banks

Contain information relating to the identification of candidates for international assignments. Common employee information banks are described under Human Resources Branch.

International Projects Questionnaires and Resumes

Location: New Business Ventures Division. Legal Authority: Power Corporation Act, R.S.O. 1990, c. P.18, s.63. Information Maintained: Name, employee number, position title, salary, years of service, education, employment history including international employment experience, areas of expertise, languages spoken, citizenship. Uses: Identify, select and place individuals qualified to participate in international projects. Users: New Business Ventures Division administrative staff, project administrators, senior business development engineers, internal and external auditors. Individuals in Bank: Active and retired Ontario Hydro employees, agency consultants. Retention and Disposal: Not determined.

Office of the Secretary

The Office of the Secretary is responsible for ensuring that Ontario Hydro manages its records to meet its business and legal requirements, and for ensuring corporate compliance with Freedom of Information and Protection of Privacy legislation.

General Classes or Types of Records

Contain information supporting the corporation's records management program and its responsibilities under the Freedom of Information and Protection of Privacy legislation.

Manuals

Provide staff with policies, procedures and guidelines for managing the Corporation's records and complying with access requests under the Freedom of Information and Protection of Privacy Act.

Corporate Manual on Records Management
Freedom of Information Access Procedures and Guidelines

Personal Information Banks

The following common personal information banks as described in the introduction to this directory are maintained.

Freedom of Information and Protection of Privacy Act Requests
Ombudsman/Human Rights Commission (as it relates to the Ombudsman)

Also contain information supporting Ontario Hydro's legal rights and contractual obligations. Common employee information banks are described under Human Resources Branch.

Executed Legal Documents

Location: Office of the Secretary. Legal Authority: Power Corporation Act, R.S.O. 1990, c. P.18, s.63. Information Maintained: Name and address of employee/individual involved in legal transaction, personal financial information, details of property transactions or personal contracts. Uses: Maintain a record of all executed property transactions and personal contracts involving Ontario Hydro. Users: Solicitors, Corporate Real Estate Department staff, Corporate Security Department staff, New Business Ventures Division staff, Engineering & Construction Services - Lines staff, authorized branch administrative staff, internal auditors. Individuals in Bank: Employees involved in personal contracts (e.g., retirement agreements, foreign assignments, patents and royalties) with Ontario Hydro; individuals involved in property transactions (e.g., sales, purchases, leases and permits). Retention and Disposal: From six years plus current then destroyed, to permanent.

Power System Operations Division

Power System Operations Division contributes to the corporate goal by integrating the operation of the Bulk Electricity System, including interconnected systems.

General Classes or Types of Records

Contain documentation relating to the production and delivery of electricity throughout the Bulk Electricity System, including the interconnected systems.

Bulk Electricity System Data (including system operation, limitation and reliability reports, system conditions, load and demand reports, incidents of major importance and hydrological stream flows and elevations)

Interconnection Data (including agreements, billings, import/export)

Load Interruption Data

Meteorological Data (monitoring and forecasting)

Regulatory Bodies and Commissions Documentation

System Control Centre Operating Records

Manuals

Provide staff with policies, procedures and standards for integrating the operation of the Bulk Electricity System.

Divisional Management and Administration
Standing Instructions for Operation of the Bulk Electricity System
Training

Personal Information Banks

Contain information used to facilitate staff planning, training and development in the Power System Operations Division. Common employee information banks are described under Human Resources Branch.

Staff Reassignment Program

Location: Power System Operations Division. Legal Authority: Power Corporation Act, R.S.O. 1990, c. P.18, s.63. Information Maintained: Name, salary grade, years since graduation, work category, reassignment classification, time spent in division/department/position, previous experience, date of last change in work category, work category preferences, availability date. Uses: Promote career development; meet divisional staffing requirements. Users: Human Resources Department staff, Power System Operations Division Management Committee, line managers, internal auditors. Individuals in Bank: Management and Professional staff in Power System Operations Division. Retention and Disposal: Five years, then destroyed.

Aboriginal and Northern Affairs Branch

This branch provides the Corporation with a strategic focus and direction in its relations with aboriginal and northern peoples, ensuring that the Corporation's actions reflect the interests of these communities. The Branch strives to foster an atmosphere within Ontario Hydro that allows for the effective participation of aboriginal peoples and residents of Northern Ontario in Ontario Hydro decisions which may affect these communities.

General Classes or Types of Records

Contain information on policy and program development, advice and guidance to all units of Ontario Hydro in matters concerning aboriginal and northern residents, grievance resolution, and relationship development with aboriginal organizations, First Nations, provincial and federal government ministries and agencies. Also contain information to provide Ontario Hydro staff with cultural and sensitivity training on matters dealing with aboriginal and northern communities.

Energy Management and Corporate Relations Branch

Ontario Hydro is dedicated to providing customers with the best possible value from their energy services. The Energy Management & Corporate Relations Branch serves this purpose by providing leadership in public and employee involvement, consumer education, and customer service. The Branch mandate is to support energy management as a core business activity.

General Classes or Types of Records

Contain information on energy management programs, rate policies and structures, and information provided to employees and the public on Hydro's policies, plans and activities. Also contain information designed to keep Hydro informed of and sensitive to concerns of the public.

Advertising Records

Advice and Service to Customers (municipal, direct and rural subtransmission customers)

Analyses of Government Plans and Activities Affecting Hydro

Community Impact (agreements management, program and policy development, studies and surveys)

Contracts, Agreements and Rights Acquired

Corporate Communications Plans and Programs

Corporate Relations Objectives, Strategy and Performance Records

Electricity Utilization Files, Reports and Surveys

Employee Publications (bulletins, media activity reports, videotapes and transcripts of internal news broadcasts)

Enquiry Information

Generation, Transmission and Distributions Systems

Brochures and Publications

Marketing Records

Minutes of Hydro/Government Meetings

News Releases on Announcements and Significant Events

Public Attitude Research Studies

Public Consultation Program

Public Hearings and Government Committee Transcripts, Exhibits and Associated Records

Rate Policies, Principles and Rate Structures

Regulatory Records (regulatory functions assigned by statute, excluding electrical inspection)

Social/Socio-economic Impact Assessments (studies, surveys and co-planning programs related to predicting community impacts)

Manuals

Provide staff with guidelines, technical information and standards to assist them in providing advice to customers, and performing various regulatory functions assigned by statute. Also provide staff with policies, goals, objectives and procedures for corporate relations.

Branch Management and Administration

Personal Information Banks

Contain information supporting financial incentive programs for Hydro's customers. Also contain information on Hydro executives for internal and external communications. Common employee information banks are described under Human Resources Branch.

Executive Biographies

Location: Energy Management & Corporate Relations Branch. Legal Authority: Power Corporation Act, R.S.O. 1990, c. P.18, s.63. Information Maintained: Name, date and place of birth, education, work experience, starting date, military service, hobbies and special interests, clubs and associations, family. Uses: Provide biographical information for speaking engagements, communicate information to employees in various internal publications. Users: Branch communications staff, external organizations and the media. Individuals in Bank: Ontario Hydro employees from Director to Board level. Retention and Disposal: Ten years after termination of employment, then transferred to archives.

Financial Incentive Tracking System

Location: Program Management Division. Legal Authority: Power Corporation Act, R.S.O. 1990, c. P.18, s.63. Information Maintained: Customer names, addresses, telephone numbers, incentives paid, equipment installed or modified, marketing information, employee names. Uses: Prevent duplication of payments to customers; produce accounting records and management reports. Users: Financial Services staff. Individuals in Bank: Customers and Customer Energy Services field advisors. Retention and Disposal: From three to seven years, depending on the length of the incentive program, then transferred to archives.

Engineering and Construction Services Branch

This branch plans and implements additions, major modifications, rehabilitations and terminations to the Bulk Electricity System and associated facilities, including all related technical and construction services, in a safe, timely and economic manner with regard for

the environment and required levels of facility performance.

General Classes or Types of Records

Contain information relating to the site selection, design, engineering, procurement, construction, and commissioning of generating, transmission and related facilities.

Commissioning Records
 Community Impact Studies and Correspondence
 Computer Simulation (nuclear station facilities)
 Construction Deficiency Reports
 Construction Permits and Approved Drawings
 Construction Progress Photographs
 Contract Purchase Files (including tendering documents)
 Crossing Files (correspondence and prints)
 Design Correspondence (generating stations, heavy water plants, transmission lines, transformer stations, telecommunications, and rehabilitation projects)
 Design Reports, Studies, Notes and Change Documentation
 Engineering Cost Reports, Evaluations and Consultants Records
 Environmental Assessments and Impact Studies
 Fusion Engineering Materials Program Correspondence and Reports
 Geotechnical Records and Reports
 Hydraulic Survey Data (including water elevations, flows and discharges)
 Licensing Documentation (nuclear stations)
 Lines and Stations Construction (methods studies and engineering notes)
 Maps, Drawings and Associated Registers
 Nuclear Safety Analysis Records and Reports
 Nuclear Verification, Qualification and Testing
 Plant Performance Records (all stations)
 Pressure Vessel Test Records
 Quality Assurance Audits (nuclear stations)
 Quality Engineering Records
 Radioactive Waste Management Design
 Reliability and Maintainability Standards, Specifications and Reports
 Route and Site Design
 Safety Reports
 Scheduling Documents (coordinating and control schedules)
 Specifications (technical, design, performance and standard)
 Structural and Stress Analysis
 Survey and Mapping

Water Diversion Records (international and interprovincial)

Manuals

Contain policies, directives, standards, operational guidelines and quality engineering requirements for all phases of design and construction.

Branch Management and Administration
 Construction Practices
 Design (nuclear stations)
 Design and Construction Requirements
 Design Standards, Specifications and Practices
 Generation Policies and Procedures
 Nuclear Construction Requirements
 Procurement Procedures
 Project Planning and Scheduling System
 Quality Assurance (nuclear)
 Quality Control Procedures
 Quality Engineering
 Reliability and Maintainability
 Safety
 Transmission Policies, Procedures and Directives

Personal Information Banks

Common employee information banks are described under Human Resources Branch.

Human Resources Capabilities Data Base

Location: Ontario Hydro Fusion Centre. Legal Authority: Power Corporation Act, R.S.O. 1990, c. P.18, s.63. Information Maintained: Name, address, CFFT experience, education and job experience of individuals on attachment to the Canadian Fusion Project. Uses: Internal use to track people on attachment to the Fusion Project; track project funding. Users: Department managers, department secretary and information co-ordinator. Individuals in Bank: Engineers, scientists and students on attachment with the project. Retention and Disposal: Indefinite (life of the project).

Publications and Journals Mailing List

Location: Ontario Hydro Fusion Centre. Legal Authority: Power Corporation Act, R.S.O. 1990, c. P.18, s.63. Information Maintained: Names and addresses of individuals requesting journals and other publications relating to the Fusion Engineering Program. Uses: Mailing list for journals and other publications. Users: Information co-ordinator. Individuals in Bank: Engineers, scientists and students. Retention and Disposal: Indefinite.

Environment and Corporate Planning Branch

This branch helps to shape Ontario Hydro's future by meeting requirements for a Corporate Business Plan; for integrated predictions, strategies, programs for physical research and development; for economic and load forecasts and for environmental advocacy, coordination and integration.

General Classes or Types of Records

Contain forecasts, strategies, plans and programs supporting corporate planning and environmental coordination, and provides information about physical research, testing and development.

Capital Construction Program Records
Corporate Business Planning and Budget Programming
Economic Forecasting and Analysis
Environmental Coordination Records
Load Forecasting Files and Reports
Operations Research
Research Contracts (government and non-government)
Research Reports and Abstracts (chemical, civil, electrical, mechanical, metallurgical, environmental, and operations research)
Research Special Projects
Research Testing and Inspection Reports

Manuals

Issued to staff members to provide guidance in carrying out respective corporate processes and to managers to supervise and monitor such activity.

Capital Construction Program and Procedures
Capital Construction Program Work Catalogue
Corporate Business Planning Guidelines

Personal Information Banks

Common employee information banks are described under Human Resources Branch.

Finance Branch

The Finance Branch is responsible for the effective financial management of all resources. It provides financial information on the results of the activities of Hydro and its trust funds; ensures compliance with relevant statutory, legal, and contractual obligations; provides centralized accounting services; and supports the corporation in meeting its obligations as trustee of the pension and insurance fund.

General Classes or Types of Records

Contain information relating to financial management, accounting, administration and control, including policies and procedures in support of the corporate accounting, comptrollership, treasury and trustee administration functions.

Accounting Policy Files
Asset Accounting Studies and Reports
Billing and Collection Records
Bond Issues
Bonds and Notes Payable
Cash and Banking Records
Corporate Agreements Accounting
Cost of Power Allocation
Debt Management Records
External Audit Files
Financial Claims
Financial Forecasts, Projections and Statements
Fixed Assets and Depreciation Records
Foreign Exchange
General and Subsidiary Ledgers
Investment Records (including pension and insurance fund)
Investor Relations Records
Risk Management Records
Statistical Information Files for External Institutions
Taxation Records

Manuals

Issued to staff members to provide policies and detailed guidance in performing accounting, administration, comptrollership and treasury functions, and to managers and supervisors for monitoring such activities.

Accounting Services Procedures
Accounts Register
Branch Management and Administration
Corporate and Divisional Accounting Procedures
Corporate Bonds Accounting System
Corporate Budget Procedures
Corporate Financial Evaluation
Corporate Financial Policies
Pay and Personnel Systems User's Manual
Power Costing Handbook
Treasury Division Management Manual

Personal Information Banks

Contain information used to administer the payroll system, financial transaction information pertaining to bond and note holders, information for claims administration, and information about individuals owing

money to Ontario Hydro. Common employee information banks are described under Human Resources Branch.

Canadian Short-Term Notes System

Location: Treasury Division. Legal Authority: Power Corporation Act, R.S.O. 1990, c. P.18, s.63.

Information Maintained: Name of registered note holder, name of investment dealer, details of transaction including value of holdings, issue and maturity dates, price, interest and cost of note. Uses: Settle interest and principal payments to note holders; produce required income tax statements. Users: Treasury and accounting staff, internal and external auditors. Individuals in Bank: Short-term note holders. Retention and Disposal: Notes held to maturity; support documentation held for 10 years after sale, then destroyed.

Claims Administration System (includes rural and motor vehicle claims)

Location: Treasury Division. Legal Authority: Power Corporation Act, R.S.O. 1990, c. P.18, s.63.

Information Maintained: Name and address of claimant, damages, amount of claim, employee name, injured or third party name, motor vehicle details. Uses: Administer claims; produce statistics. Users: Treasury Division staff. Individuals in Bank: Rural customers, individuals involved in motor vehicle accidents with Ontario Hydro staff, employees involved in motor vehicle accidents. Retention and Disposal: From two to six years plus current, then destroyed.

Corporate Bond Management System

Location: Treasury Division. Legal Authority: Power Corporation Act, R.S.O. 1990, c. P.18, s.63.

Information Maintained: Name and address of bond holder, resident/non-resident status, details of transaction including value of holdings, due date and interest. Uses: Produce interest cheques and income tax statements for bond holders. Users: Treasury Division staff, internal and external auditors. Individuals in Bank: Bond holders. Retention and Disposal: Length of bond issue, then destroyed.

Miscellaneous Receivables (excluding electrical consumption)

Location: Comptroller's Division. Also Kipling Complex and/or regional offices. Legal Authority: Power Corporation Act, R.S.O. 1990, c. P.18, s.63.

Information Maintained: Name, address, bill payment history. Uses: Bill, collect and control monies owed to

Ontario Hydro for any reason other than the consumption of electrical energy. Users: Accounting staff, internal and external auditors. Individuals in Bank: Individuals owing money to Ontario Hydro for goods, services, rentals, mortgages or any reason other than the consumption of electricity. Retention and Disposal: From two to six years plus current, then destroyed.

Ontario Hydro Liability Claims Against Third Parties (including pole claims)

Location: Treasury Division. Legal Authority: Power Corporation Act, R.S.O. 1990, c. P.18, s.63.

Information Maintained: Name and address of third party tortfeasor, loss costs. Uses: Collect amounts owing to Ontario Hydro on pole claims. Users: Treasury Division staff. Individuals in Bank: Third party tortfeasors. Retention and Disposal: Two years plus current year, then destroyed.

Time Reporting and Pay Records

Location: Comptroller's Division and Time Reporting and Pay Control Centres. Legal Authority: Power Corporation Act, R.S.O. 1990, c. P.18, s.63.

Information Maintained: Employee's name, address, employee and payroll numbers, income and earnings, statutory and other deductions, tax information, pension and insurance information, entitlement data (e.g., vacation and benefits), time reporting and pay documents, and bank and credit union account numbers. Uses: Pay Ontario Hydro employees and pensioners; facilitate payments on their behalf to Revenue Canada, unions, trusts and benefit plans; facilitate direct deposit to bank or credit union accounts. Users: Payroll staff, internal and external auditors, external actuaries, authorized branch administrative staff. Select information is released to Revenue Canada, Workers' Compensation Board and Unemployment Insurance Commission. Individuals in Bank: Ontario Hydro employees and pensioners. Retention and Disposal: From one year plus current then destroyed, to permanent.

Human Resources Branch

This branch provides Ontario Hydro with leadership and services to maintain human resources capable of accomplishing the corporate program in a work environment conducive to high levels of productivity and job satisfaction and in a manner consistent with the corporation's social responsibility.

General Classes or Types of Records

Contain information on health and safety and on the selection, placement, treatment, compensation, training and development of Ontario Hydro employees.

Affirmative Action Program Records
Compensation Surveys and Reports
Construction Labour Relations Files (including accreditation, grievances, negotiations and agreements)
Construction Trade Benefits Files
Contractors Files
Employee Accident Statistics
Employee Benefits Program Records
Employee Benefits Valuation and Cost Data
Health and Safety Program Records
Human Resources Information Systems
Human Rights Statistics and Reports
Industrial Hygiene Records
Industrial Labour Relations Files (including advice and negotiations)
Job Rating Challenge Case Files
Joint Society-Management Committee
Labour Relations Bargaining Surveys
Labour Requirements Files and Summary Cards
Management Function Employees Files (including grievances)
Management Staff Relations Files (including certification, accreditation, redresses, negotiations and agreements)
Master Wage and Salary Schedules
Morbidity and Mortality Statistics
Municipal Utility Negotiations and Agreements
Pension and Insurance Administration Files
Radiation Dose Control Program Records
Radiation Safety Documentation
Retirement Board of Review
Safety Studies, Statistics and Reports
Salary Administration Reports
Society Negotiations and Agreements
Union Jurisdiction Files
Work Stoppage Files

Manuals

Contain personnel policies and procedures and safety regulations that have been approved for uniform application throughout the corporation.

Benefits Guide
Branch Management and Administration
Corporate Safety Rules
Handbook for the Handling, Storage and Transportation of Explosives
Job Evaluation

Personnel Policies and Procedures
Radiation Protection Regulations

Personal Information Banks

The following common personal information bank as described in the introduction to this directory is maintained.

Ombudsman/Human Rights Commission (as it relates to Human Rights)

The banks described below are common to employees in all branches of the corporation and contain information relating to, job selection and placement, staff planning and development, training, employee health and safety, labour relations, and benefits administration. Any additional unique banks are listed under the appropriate branch.

Employee Benefits Information

Location: Human Resources Branch. Legal Authority: Power Corporation Act, R.S.O. 1990, c. P.18, s.63. Information Maintained: Name, employee and payroll numbers, date of birth, hire date, sex, marital status, address, Social Insurance Number, union affiliation, details of financial assistance transactions and subsidy payments, benefits information, sick leave usage, rehabilitation history. Uses: Administer employee benefit plans including disability, sick leave, insurance, pension transfer-out, financial and housing assistance. Users: Compensation and benefits officers, Human Resources Branch administrative staff, corporate accounting staff, plan administrators, line managers, internal auditors, external actuaries. Individuals in Bank: Past and present Ontario Hydro employees. Retention and Disposal: From one to 60 years, then destroyed.

Employee Exposure Monitoring Information

Location: Health and Safety Division. Also designated health centres and laboratory facilities throughout the province. Legal Authority: Power Corporation Act, R.S.O. 1990, c. P.18, s.63. Information Maintained: Name, sex, date of birth, work location, employee number, Social Insurance Number, occupational history, record of exposure to hazardous agents, duration of exposure, test results and information. Uses: Monitor and assess exposure to occupational hazards for the protection and improvement of Ontario Hydro employee health. Users: Physicians, psychologist, nurses, epidemiologist, authorized Health and Safety Division staff, external medical consultant, internal auditors.

Individuals in Bank: Past and present Ontario Hydro employees. Retention and Disposal: Permanent.

Employee Occupational Accident Information

Location: Health and Safety Division. Also safety offices in field locations, and branch personnel offices in Head Office and field locations. Legal Authority: Power Corporation Act, R.S.O. 1990, c. P.18, s.63.

Information Maintained: Names of persons involved, employee number, work location, Social Insurance Number, case number, accident description and location, causal factors, accident exposure hours, corrective measures, police reports, accident investigation reports, photographs. Uses: Record and monitor Ontario Hydro motor vehicle/occupational accident experience; produce accident statistics. Users: Authorized Health and Safety Division staff, branch safety personnel, internal auditors. Individuals in Bank: Employees and other individuals involved in motor vehicle/occupational accidents.

Retention and Disposal: Permanent.

Employment Disputes

Location: Human Resources Branch. Legal Authority: Power Corporation Act, R.S.O. 1990, c. P.18, s.63.

Information Maintained: Name, employee number, employment history, salary information, job challenges and grievance forms and related correspondence, grievance meeting report, writ of summons, job performance information, solicitors' opinions, hearing notice, statement of settlement or withdrawal, arbitration award, advice of decision. Uses: Resolve and document employment disputes; establish legal precedents. Users: Labour relations officers, internal and external solicitors, salary services administrators and job evaluation analysts, line managers, Human Resources Branch administrative staff, internal auditors. Individuals in Bank: Employees involved in employment disputes. Retention and Disposal: From 20 to 50 years, then destroyed.

External Applications for Employment

Location: Organization Effectiveness Division. Also branch personnel offices. Legal Authority: Power Corporation Act, R.S.O. 1990, c. P.18, s.63.

Information Maintained: Personal data contained on applications and resumes including name, social insurance number, address, legal work status, education, employment history, employment equity information. Uses: Screen and select external applicants for job competitions. Users: Human Resources Branch staffing officers, branch human resources staff, line managers and supervisors. Individuals in Bank: External applicants

seeking employment with Ontario Hydro. Retention and Disposal: One year after last reference, then destroyed.

Family Law Act Information (including awards and cases)

Location: Compensation and Benefits Division. Legal Authority: Power Corporation Act, R.S.O. 1990, c. P.18, s.63. Information Maintained: Name, employee and payroll numbers, sex, date of birth, marital status, established commencement date, salary date, date on pension and insurance plan, pension service date, pension contribution/calculation data, award (court order). Uses: Produce pension calculations regarding assignment from employee's pension contributions for purposes of income splitting as a result of divorce proceedings and any award by the court. Users: Compensation & Benefits staff, time reporting centre staff, employee, employee's legal counsel. Individuals in Bank: Present and past employees. Retention and Disposal: From 10 years plus current year then destroyed, to permanent.

Human Resources Demographic and Statistical Data

Location: Human Resources Branch. Legal Authority: Power Corporation Act, R.S.O. 1990, c. P.18, s.63.

Information Maintained: Name, Social Insurance Number, date of birth, sex, marital status, work location, job classification, employee number, wage and benefits information, payment history, employment history, education, certification and/or licenses, training information, employment equity information. Uses: Monitor staff levels and activity for reporting purposes; produce cost compensation statistics; provide a basis for corporate level planning. Users: Human Resources Branch administrative staff, organization analysis and job evaluation staff, corporate comptrollers, human resource specialists, internal auditors. Individuals in Bank: Past and present Ontario Hydro employees. Retention and Disposal: From one year then destroyed, to permanent.

Human Rights Case Files (Internal Complaints)

Location: Human Resources Branch. Legal Authority: Power Corporation Act, R.S.O. 1990, c. P.18, s.63.

Information Maintained: Name, title, work location of complainants, respondents, witnesses, the complaint, investigation and report. Uses: Document an individual's complaint; investigate and resolve internal complaints. Users: Line Managers, Human Rights Manager, Human Rights investigators. Individuals in Bank: Individuals registering a complaint within Ontario Hydro, individuals

about whom the complaint is made, or individuals who are involved in a complaint. Retention and Disposal: Pending.

Internal Job Competitions

Location: Organization Effectiveness Division. Also branch personnel offices and/or line managers' offices. Legal Authority: Power Corporation Act, R.S.O. 1990, c. P.18, s.63. Information Maintained: Applications and supporting documents for advertised internal vacancies, job application history, selection notices, seniority listings, interview summaries and evaluations, surplus information. Uses: Facilitate and document the internal job selection and transfer process. Users: Organization Effectiveness Division administrative staff, line managers and supervisors, branch human resources officers. Individuals in Bank: Applicants for internal job vacancies. Retention and Disposal: From one year to term of employment, then destroyed.

Medical Information for Contractor Staff

Location: Health and Safety Division. Legal Authority: Power Corporation Act, R.S.O. 1990, c. P.18, s.63. Information Maintained: Name, Social Insurance Number, sex, date of birth, medical examination and test results. Uses: Assess the health of contractor staff for fitness for work at Ontario Hydro nuclear facilities. Users: Physicians, psychologist, nurses, authorized Health and Safety Division staff. Individuals in Bank: Some contractor staff. Retention and Disposal: Seven years, then destroyed.

Occupational Health and Employee Medical Information

Location: Health and Safety Division. Also designated health centres throughout the province. Legal Authority: Power Corporation Act, R.S.O. 1990, c. P.18, s.63. Information Maintained: Name, Social Insurance Number, sex, date of birth, mother's maiden name and country of birth, employee and payroll numbers, occupation, commencement and termination dates; medical and health data including medical diagnosis, occupational injury and disease information, work absence, physical fitness information, medical examination history and tests, clinical assessments, epidemiological information. Uses: Protect and improve the health of Ontario Hydro employees through monitoring, assessment and epidemiology studies. Users: Physicians, psychologist, nurses, epidemiologist, authorized Health and Safety Division staff, external medical consultant. Individuals in Bank: Past and present Ontario Hydro employees. Retention and Disposal: Permanent.

Pension Administration System

Location: Compensation and Benefits Division. Legal Authority: Power Corporation Act, R.S.O. 1990, c. P.18, s.63. Information Maintained: Name, pensioner number, address, Social Insurance Number, beneficiary information, pension history and pay data, health benefits information, employment history, correspondence with pensioners. Uses: Administer the corporate pension plan. Users: Pension plan administrators, Human Resources Branch comptrollers staff, pension fund trustees, internal and external auditors, external actuaries. Individuals in Bank: Ontario Hydro pensioners, beneficiaries and vested pensioners. Retention and Disposal: Six years plus current after all obligations satisfied, then destroyed.

Personnel Files and Associated Records

Location: Human Resources Branch. Also branch personnel offices, time reporting centres, and/or line managers' offices. Legal Authority: Power Corporation Act, R.S.O. 1990, c. P.18, s.63. Information Maintained: Name, employee and payroll numbers, Social Insurance Number, address, date of birth, sex, marital status, employment history, employment equity information, education, routine medical information, course information, performance appraisals, merit recommendations, job applications and offers, employment interview assessments, sick leave and vacation data, medical and security clearance data, discipline and recommendation letters, Workers' Compensation Board claims, correspondence relating to human rights claims, employee benefits information, base and pay rates. Uses: Record employee work history and performance; assess eligibility for promotions, transfers and courses; provide information for the pay system; administer agreements and negotiations with bargaining units; administer employee benefits plans. Users: Human Resources Branch administrative staff, branch human resources officers, staff in each personnel office and/or time reporting centre, line managers and supervisors, internal and external auditors, internal and external solicitors, accounting staff. Select information released to Unemployment Insurance Commission, Ontario Hydro Employees Union, Society of Ontario Hydro Professional and Administrative Employees, Workers' Compensation Board, Human Rights Commission and Employment Standards Commission. Individuals in Bank: Past and present Ontario Hydro employees. Retention and Disposal: From termination of employee plus 13 months then destroyed, to permanent.

Physiological Profiles - fitness Program File

Location: Health and Safety Division. Legal Authority: Power Corporation Act, R.S.O. 1990, c. P.18, s.63. Information Maintained: Name, age, sex, physical fitness data. Uses: Provide statistical analysis of success of fitness program. Users: Fitness specialist, program administrator, authorized Health Services Department staff. Individuals in Bank: Ontario Hydro employees volunteering for fitness program. Retention and Disposal: Permanent.

Radiation Dose Information

Location: Health and Safety Division and nuclear facilities. Legal Authority: Power Corporation Act, R.S.O. 1990, c. P.18, s.63. Information Maintained: Name, Social Insurance Number, date of birth, employee number, work location, commencement and termination dates, radiation exposure dose history, current exposure results, record of sample activity, dose information system number. Uses: Record, monitor and report occupational radiation dose exposure; provide statistics. Users: Atomic Energy Control Board of Canada, Health and Welfare Canada, health physicists and laboratory personnel, authorized administrative staff in Health and Safety Division, Nuclear Generation Division, Central Production Services Division, internal auditors. Select information released to employers of external contractor staff. Individuals in Bank: Past and present Ontario Hydro employees and external contractor staff who have worked at nuclear facilities. Retention and Disposal: Permanent.

Staff Planning and Assessment

Location: Human Resources Branch. Also branch personnel offices and/or line managers' offices. Legal Authority: Power Corporation Act, R.S.O. 1990, c. P.18, s.63. Information Maintained: Name, date of birth, employee number, location, job classification, education, training information, employment history, performance evaluations, physical and cognitive testing results, driver's licence information, employee development plans. Uses: Identify candidates for future vacancies, apprenticeships and training programs; assist in succession planning. Users: Senior management, line managers, human resources managers and officers, authorized branch administrative staff, internal auditors. Individuals in Bank: Past and present Ontario Hydro employees. Retention and Disposal: From one year plus current then destroyed, to permanent.

Training and Development

Location: Human Resources Branch. Also branch personnel offices. Legal Authority: Power Corporation Act, R.S.O. 1990, c. P.18, s.63. Information Maintained: Name, address, employee number, sex, position title, supervisor's name and position title, financial assistance, driver's license number, test results, training certificates, training attendance record, course nomination, course information, career renewal information. Uses: Schedule, document and verify employee training, development and certification; produce statistics and reports on courses and training; career counselling, evaluate programs. Users: Training and development staff, line management, internal auditors, Human Resources Branch staff, regional safety staff. Individuals in Bank: Employees nominated for training courses. Retention and Disposal: From one year then destroyed, to permanent.

Workers' Compensation Information

Location: Compensation and Benefits Division. Legal Authority: Power Corporation Act, R.S.O. 1990, c. P.18, s.63. Information Maintained: Name, claim number, Social Insurance Number, date of birth, payroll number, record of absences, record of payment, Workers' Compensation Board correspondence, notification of maintaining supplementary grant/sick leave, maintaining summaries for claims. Uses: Administer the Workers' Compensation plan. Users: Health and Safety Division staff, Workers' Compensation Board, Compensation and Benefits Division staff, internal auditors. Select information released to Human Resources Branch controllers staff. Individuals in Bank: Employees who have had an occupational accident which has been reported to the Workers' Compensation Board. Retention and Disposal: Permanent.

Information Management and Workplace Services Branch

This branch is responsible for providing specified security, workplace maintenance and support, information technology, and information services to meet the needs of all units of Ontario Hydro.

General Classes or Types of Records

Contain information on computer-based information management systems and security of corporate facilities.

Construction and Publicity Photographs, Motion Pictures and Video Tapes

Information Systems Planning, Operation and

Communication Records (including computer security evaluations)
Security Studies, Investigations and Reports

Manuals

Contain policies, procedures, standards and guidelines for the use of employees who have accountability and responsibility for performing security and information management functions.

Branch Management and Administration
Security Policies and Procedures

Personal Information Banks

Contain information relating to employee identification and security clearance. Common employee information banks are described under Human Resources Branch.

Employment Suitability Enquiries

Location: Workplace Services Division. Legal Authority: Power Corporation Act, R.S.O. 1990, c. P.18, s.63.
Information Maintained: Potential employee's name, address, date of birth, sex, marital status, education, Social Insurance Number, employment history, credit information, police records, if applicable. Uses: Assist in the selection of employees. Users: Human Resource Services Division staff, human resources managers, internal auditors. Individuals in Bank: Employees and external applicants seeking employment with Ontario Hydro. Retention and Disposal: One year plus current after last contact/reference, then destroyed.

Nuclear Employee Security Clearances

Location: Workplace Services Division. Legal Authority: Power Corporation Act, R.S.O. 1990, c. P.18, s.63.
Information Maintained: Name, address, date of birth, sex, marital status, education, Social Insurance Number, employment position, address and employment of immediate relative, federal security classification. Uses: Obtain a security clearance from the Atomic Energy Control Board. Users: Atomic Energy Control Board, Corporate Security Department administrative staff, Nuclear Operations Branch administrative staff, internal auditors. Individuals in Bank: Employees requiring Atomic Energy Control Board security clearances. Retention and Disposal: Five years then destroyed.

Security Personnel Training

Location: Workplace Services Division. Legal Authority: Power Corporation Act, R.S.O. 1990, c. P.18, s.63.
Information Maintained: Name, employee number, date of appointment as special constable and as a peace

officer, security training courses taken. Uses: Ensure proper training and appointments for Ontario Hydro security personnel. Users: Corporate Security Training personnel. Individuals in Bank: Present Ontario Hydro security personnel. Retention and Disposal: Thirteen months after relocation or termination of security personnel, then destroyed.

Nuclear Operations Branch

Nuclear Operations Branch contributes to the corporate goal by effectively utilizing nuclear generating facilities and other available resources to produce and supply electricity.

General Classes or Types of Records

Contain documentation relating to the production of electricity at nuclear generating facilities and the distribution of electricity throughout the Bulk Electricity System.

Boiler and Pressure Vessel Inspection and Certification
Bulk Electricity System Data (including system operation, limitation and reliability reports, system conditions, load and demand reports, and incidents of major importance)
Cobalt Contractual Information
Computer Simulation Records for Reactor Operation and Nuclear Plant Performance
Drawings and Construction Photographs (nuclear stations)
Environmental Monitoring Records (nuclear stations)
Fuel Design Manufacturing Records
Fuel Inventory, Analysis and Consumption Records (nuclear stations)
Heavy Water Inventory and Utilization Data
Information Reports (nuclear stations)
In-Service and Commissioning Reports (nuclear stations)
Inspection, Maintenance and Reliability (nuclear stations)
Licensing Documentation (nuclear stations)
Load Management Data
Materials and Equipment Certification, Analysis, Examination and Testing (history docket)
Operating and Production Records (nuclear stations)
Peer Evaluation Records
Periodic Inspections (nuclear stations)
Plant Operating Logs (nuclear stations)
Plant Performance (nuclear stations)
Prescribed Substance records (fuel and heavy water)
Quality Assurance Audits (nuclear facilities)
Radioactive Waste Records (transportation and storage)
Reactor Safety Analysis Data
Regulatory Bodies and Commissions Documentation

Safety Systems Test Records and Reports
 Significant Event Reports (nuclear stations)
 Training Simulator Functional Specifications and Maintenance
 Tritium Management Summaries
 Weld Quality Control Records (nuclear stations)
 Work Protection Documents (nuclear stations)

Manuals

Provide staff with policies, procedures and standards for operating and maintaining nuclear generating facilities.

Branch Management and Administration
 Commissioning
 Hazardous Materials
 Operating and Maintenance (equipment and facilities)
 Outage System Descriptive Manuals
 Plant and Station instructions
 Quality Assurance (nuclear)
 Reliability
 Safety
 Industrial Safety Reports
 Nuclear Safety Report
 Standing Instructions
 Training

Personal Information Banks

Contain information used to facilitate staff planning, training and development in the Nuclear Operations Branch. Common employee information banks are described under Human Resources Branch.

Nuclear Employee Information and Training (NEIT) - to be replaced by Training Information Management System (TIMS) by the end of 1992)

Location: Nuclear Operations Branch. Legal Authority: Power Corporation Act, R.S.O. 1990, c. P.18, s.63.

Information Maintained: Name, employee number, hire date, date of birth, employment history, education, courses, nuclear training records including performance data. Uses: Monitor nuclear training programs. Users: Training staff in Nuclear Operations Branch, internal auditors. Individuals in Bank: Employees in Nuclear Operations Branch. Retention and Disposal: Four years, then destroyed.

Procurement and Power System Planning Branch

This branch helps to shape Ontario Hydro's future by meeting requirements for integrated predictions, strategies, programs and Bulk Electricity System plans

and for Non-Utility Generation. This branch is also responsible for providing specified supplies and services including materiel, fuel and real estate to meet the needs of all units of Ontario Hydro.

General Classes or Types of Records

Contain forecasts, strategies, plans and programs supporting system planning and non-utility generation. Contain information on corporate procurement of fuels and materials, and acquisition and management of real estate.

Bulk Electricity System Policy and Strategy
 Interconnection Records (including buy-and-sell contracts)
 Load Forecasting Files and Reports
 Non-Utility Generation Records (including NUG contracts)
 Power System Studies
 Regional Supply Planning Records (Bulk Electricity System)
 Resource Prediction and Planning Records (Bulk Electricity System)
 System Planning Studies
 Transmission Planning Records (Bulk Electricity System)

Manuals

Issued to staff members to provide guidance in planning the Bulk Electricity System. Contain policies, procedures, standards and guidelines for the use of employees who have accountability and responsibility for performing supply and real estate functions.

Branch Management and Administration
 Delivery Assurance Procedures
 Purchasing Policies and Procedures
 Quality Assurance
 Real Estate Acquisition and Appraisal
 Real Estate Management
 Surplus Disposal Policies and Procedures
 Transportation

Personal Information Banks

Contain information relating to real estate acquisition and management, and administration of the Employee Housing Assistance Plan. Common employee information banks are described under Human Resources Branch.

Housing Assistance Program

Location: Corporate Real Estate Department. Legal Authority: Power Corporation Act, R.S.O. 1990, c.P.18,

s.63. Information Maintained: Name, address, financial information (e.g., mortgage rate, balance and list price). Uses: Assist with the employee's relocation with respect to the disposal of their principal residence, i.e. property eligibility, appraisal to establish guarantee price, acquisition, maintenance and sale of properties. Users: Procurement & Power System Planning Branch administrative staff, Compensation and Benefits Division staff, Branch Human Resources Officers, internal and external auditors. Individuals in Bank: Transferred employees. Retention and Disposal: One year after sale of house or discharge of mortgage, then destroyed.

Property Owner Transaction Files

Location: Corporate Real Estate Department. Legal Authority: Power Corporation Act, R.S.O. 1990, c.P.18, s.63. Information Maintained: Name, address and occupation of property owner, size of property, purchase/sale price, mortgage details, appraisals, record of discussions with owner. Uses: Provide a detailed record of property transactions including relevant background information. Users: Procurement & Power System Planning Branch administrative staff, solicitors, internal auditors, regional property staff. Select information is released to Revenue Canada. Individuals in Bank: Individuals involved in property transactions (e.g., sales, purchases, leases and permits) with Ontario Hydro. Retention and Disposal: Permanent.

Property Transaction System (PROTRANS)

Location: Corporate Real Estate Department. Legal Authority: Power Corporation Act, R.S.O. 1990, c.P.18, s.63. Information Maintained: Name, lot number, concession, township, purchase/sale prices, easements of real estate rights, Orders in Council, licences (land use permits), leases, land leasebacks. Uses: Maintain a register of Ontario Hydro's property rights and real estate transactions. Users: Solicitors, regional property staff, branch administrative staff, internal auditors. Select information is released to government agencies and ministries. Individuals in Bank: Individuals involved in property transactions with Ontario Hydro. Retention and Disposal: Variable, then destroyed.

Regions Branch

This branch delivers electricity to the municipal utilities, retail customers, businesses and industries of Ontario in a reliable, effective, efficient and environmentally sensitive manner so that the overall costs and benefits are shared fairly by all. The branch provides customers with specialized services and delivers energy management programs that will permit them to make informed

decisions about their electricity usage. The branch is also responsible for the operation and maintenance of the transmission and distribution systems, as well as the hydraulic generating system.

General Classes or Types of Records

Contain information relating to the provision of electricity to customers and the commissioning, operation and maintenance of transmission and distribution delivery networks and hydraulic generation systems.

Accident Prevention Records

Advice and Service to Customers (municipal, direct industrial and retail subtransmission customers)

Communications (including radio, microwave and telephone)

Contracts, Agreements and Rights Acquired or Granted to Others

Customer Relations Training Records

Customer Service and Billing Files (municipal utilities, retail and direct industrial customers)

Design and Construction Photographs (hydraulic stations)

Electrical Inspection Reports and Files

Engineering, Operating and Maintenance Records (distribution lines and stations)

Equipment Technical Files and Drawings (hydraulic stations)

Field Marketing and Energy Utilization Records

Forestry and Environmental Records

Hardware, Tools and Equipment Files

Hydraulic Stations, Reservoirs and Control Structures

Operational Procedures

Hydraulic Watershed Files and Reports (including aerial photographs, water levels, discharges, flows, river charts)

Inspection, Maintenance and Reliability (hydraulic stations, transmission lines and stations)

Operating and Production Records (hydraulic stations, transmission lines and stations)

Operation and Maintenance Records (remote and northern communities)

Power Contract Files (direct industrial, municipal and retail subtransmission customers)

Property Acquisition, Expropriation and Sales Records

Provision of Service to Customers Files

Rates and Service Classifications

Regional Disbursements

Regulatory Records (regulatory functions assigned by statute)

Security Reports and Files

Transport, Work and Service Equipment Records (including aircraft)

Manuals

Provide staff with guidelines, technical information and standards to assist them in providing service to

customers, performing electrical inspections and operating the transmission, distribution and hydraulic generation systems.

Branch Management and Administration
Customer Service (municipal, retail and direct industrial)
Electrical Inspection
Fleet and Helicopters
Trades and Operating Manuals for Hydraulic Generation
Transmission Operations Division and Retail Customer Division

Personal Information Banks

Contain information relating to individuals involved in customer relations, trades and technical training programs. The Customer Information and Billing System identifies individual customers and is used for billing and credit analysis regarding deposits. Common employee information banks are described under Human Resources Branch.

Customer Information and Billing System

Location: Retail Customer Division. Also local offices.
Legal Authority: Power Corporation Act, R.S.O. 1990, c. P.18, s.63. Information Maintained: Customer name, address, telephone number, driver's licence number, billing history, deposits. Uses: Bill customers and assess credit regarding deposits; assess usage patterns for energy management programs. Users: Regions Branch administrative staff, Energy Management Branch staff, internal and external auditors. Individuals in Bank: Retail customers (residential, farm, general, industrial, and street lighting). Retention and Disposal: Two years plus current to seven years after termination of contract, then destroyed.

Customer Relations Courses

Location: Training and Development - Branch Human Resources and Services Department. Legal Authority: Power Corporation Act, R.S.O. 1990, c. P.18, s. 63. Information Maintained: Name, employee number, sex, location, job classification, course completion dates. Uses: Facilitate customer service training of Ontario Hydro and municipal utility staff. Users: Regional training staff, regional Customer Energy Services staff, Municipal Electrical Association, municipal utility staff, line managers and supervisors, internal auditors. Individuals in Bank: Ontario Hydro and municipal utility

staff involved in customer service or customer contact function. Retention and Disposal: Not determined.

Customer Service Trades Training

Location: Training and Development - Branch Human Resources and Services Department. Legal Authority: Power Corporation Act, R.S.O. 1990, c.P.18, s.63. Information Maintained: Name, employee number, sex, location, job classification, course completion dates, course performance evaluations. Uses: Facilitate customer service trades training in accordance with union contract regulations. Users: Regional training staff, regional customer service trades staff, Retail Service Department staff, line managers and supervisors, internal auditors. Individuals in Bank: Regional customer service trades staff. Retention and Disposal: Not determined.

Electrical Contractor Training

Location: Training and Development - Branch Human Resources and Services Department. Legal Authority: Power Corporation Act, R.S.O. 1990, c.P.18, s.63. Information Maintained: Name, work location (company), training completion dates. Uses: Facilitate training of electrical contractors. Users: Regional training staff, Ontario Electrical League, internal auditors. Individuals in Bank: Electrical contractors. Retention and Disposal: Not determined.

Journeyman Powerline-Maintainer Register

Location: Training and Development - Branch Human Resources and Services Department. Legal Authority: Power Corporation Act, R.S.O. 1990, c.P.18, s.63. Information Maintained: Name, location, certificate number, journeyman status documentation. Uses: Support classification of powerline maintainers within the line trade. Users: Regions Branch administrative staff, Municipal Electric Association, internal auditors. Individuals in Bank: Current and former powerline maintainers. Retention and Disposal: Not determined.

Trades and Technical Training

Location: Training and Development - Branch Human Resources and Services Department. Legal Authority: Power Corporation Act, R.S.O. 1990, c.P.18, s.63. Information Maintained: Name, location, employee number, description of training, course training record, performance assessment. Uses: Facilitate trades and technical training. Users: Municipal utility managers, Regions Branch administrative staff, regional training staff, line managers and supervisors, internal auditors.

Ontario Hydro (HYDRO)

Select information is released to the Ministry of Colleges and Universities. Individuals in Bank: Trades and technical employees of Ontario Hydro, municipal utilities

and associated organizations. Retention and Disposal: Twenty years plus current, then destroyed.

Thermal Operations Branch

Thermal Operations Branch contributes to the corporate goal by effectively maintaining and utilizing thermal generating facilities to produce and supply electricity.

General Classes or Types of Records

Contain documentation relating to the production of electricity at thermal generating facilities and the distribution of electricity throughout the Bulk Electricity System.

Boiler and Pressure Vessel Inspection and Certification
Drawings and Construction Photographs (thermal stations)
Environmental Monitoring Records (thermal stations)
Fuel Inventory, Analysis and Consumption Records (thermal stations)
In-Service and Commissioning Reports (thermal stations)
Inspection, Maintenance and Reliability (thermal stations)
Materials and Equipment Certification, Analysis, Examination and Testing (history dockets)
Operating and Production Records (thermal stations)
Plant Operating Logs (thermal stations)
Plant Performance (thermal stations)
Regulatory Bodies and Commissions Documentation
Safety Systems Test Records and Reports
Significant Event Reports (thermal stations)
Training Simulator and Test Results
Weld Quality Control Records (thermal stations)
Work Protection Documents (thermal stations)

Manuals

Provide staff with policies, procedures and standards for operating and maintaining thermal generating facilities.

Branch Management and Administration
Commissioning
Hazardous Materials
Operating and Maintenance (equipment and facilities)
Outage System Descriptive Manuals
Plant and Station instructions
Reliability
Safety
Standing Instructions
Training

Personal Information Banks

Contain information used to facilitate staff planning, training and development in the Thermal Operations Branch. Common employee information banks are described under Human Resources Branch.

Thermal Employee Staff Information System (THESIS)

Location: Thermal Training Department, Thermal Operations Branch. Legal Authority: Power Corporation Act, R.S.O. 1990, c.P.18, s.63. Information Maintained: Name, employee number, hire date, training record. Uses: Evaluate employees' performance and level of training; plan future training. Users: Training staff, internal auditors. Individuals in Bank: Thermal Operations Branch employees. Retention and Disposal: Permanent.

ONTARIO INSTITUTE FOR STUDIES IN EDUCATION

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A public reading room for the review of manuals and other information is open during regular office hours at 252 Bloor Street West, Toronto.

Mandate

The Ontario Institute for Studies in Education (OISE) conducts studies of matters and problems relating to education, disseminates the results, assists in the implementation of the findings of educational studies, and establishes and conducts courses leading to certificates of standing and graduate degrees in education, as required by the Ontario Institute for Studies in Education Act.

Organization

The institute consists of nine academic departments, eight field centres, five internal research centres and a number of units serving the internal community (e.g., Human Resource Services), the public (e.g., OISE Press), or both (e.g., Conference Centre). Each division reports to one or both of two Assistant Directors. The Assistant Directors report to the Director, who is responsible to a Board of Governors appointed by the Lieutenant-Governor of Ontario, upon the recommendation of the Minister of Education.

Divisions

Office of the Director

Responsible for general administration of the institute, the provision of secretariat support to the Board of Governors, the Institute Council and the Administrative Council, and for the operation of the Finance Division, Human Resources Services and OISE Press. The Human Resource Services Director is also responsible for the operations of the Physical Plant Office and general administrative services. The Chief Financial Officer is also responsible for the operations of the Guidance Centre, the Office of Employment Equity, the Office of the Coordinator of Special Needs and the Office of the Harassment Prevention Officer. As well, the office provides public communications functions and support for the OISE Alumni Association, the OISE Awards Committee, the planning and execution of special social events, budget development, pensions and coordination of policy development.

General Classes or Types of Records

Contain information relating to the management and supervision of the institute, relations with ministries of the Ontario government, granting agencies and other universities, the institute's public communications activities and the management of corporate resources.

Administrative and Academic Computing Policy
Administrative Council - Meeting Files
Advisory Committee
Affiliation, Negotiation and Agreement with the University of Toronto
Agreements of Cooperation with Nanjin University, People's Republic of China, and Kyusugu University, Japan
Alumni Association Minutes, Newsletters, Correspondence, Financial Records
Art Collection
Board of Governors' Minutes and Meeting Materials (board and committees)
Budget Development
Capital Equipment
Correspondence with the University Community and Organizations
Educational Association Correspondence and Agreements
Employment Equity Committee - Information Regarding Meetings
Employment Equity in the OISE Work Force - Information and Data Regarding Representation
Financial Records - Varsity Fund, Jackson Memorial Fund, H.H.Stern Memorial Fund, Other Donor Funds

Government Relations (Ministry of Education, Ministry of Colleges and Universities, Office of Francophone Affairs)
Harassment Prevention Policy Information
Implementation of the French Language Services Act (Bill 8) Documentation
Institute Legal Counsel
Institute Research Project History Indices
Ontario Institute for Studies in Education Awards Committee - Annual Criteria for Selection, Nominations
Ontario Institute for Studies in Education/Faculty of Education of the University of Toronto Relations
Pensions - Joint Pension Committee, Actuarial Review, Investment Performance, Retirement Issues
Planning and Priorities Committee and Subcommittees - Meeting Files and Development Materials
Policy Development
Publication Board Minutes and Policy
Special Needs Budget Information
Special Needs Contacts with Departments in Other Universities and with Service Providers, (e.g., Canadian National Institute for the Blind)
Special Needs Students - Interview Notes
Staff and Student Associations
TVOntario
Tenants - Leases and Correspondence

Manuals

Issued to institute staff and containing policies governing institute operations.

OISE Policy Book

Issued to staff responsible for budget document preparation.

Budget Development Process Binder

Personal Information Banks

The following common personal information bank as described in Chapter II of this directory is maintained.

Parking Records

Also contain information on members of Board of Governors, award recipients, institute alumni, human resource management activities and Freedom of Information and Protection of Privacy Requests.

Alumni Membership Lists

Location: Office of the Director, Public Communications. Legal Authority: Ontario Institute for

Studies in Education Act, R.S.O. 1990, c.O.22. Information Maintained: Name, address, telephone number, degree(s) conferred by University of Toronto, date degrees conferred. Uses: Maintain mailing lists; facilitate fund raising; maintain contact and communication with alumni. Users: Public Communications staff. Individuals in Bank: All institute graduates. Retention and Disposal: Until update provided by University of Toronto, then destroyed.

Board of Governors

Location: Office of the Director. Legal Authority: Ontario Institute for Studies in Education Act, R.S.O. 1990, c.O.22. Information Maintained: Order in Council re appointment, name, address, telephone number, biographical notes. Uses: Maintain a record of board membership; compile listing in *OISE Bulletin*; maintain mailing list. Users: Office of the Director's staff. Individuals in Bank: Current and past board members. Retention and Disposal: Duration of term, then transferred to archives.

Grievances

Location: Human Resource Services Dept. Legal Authority: Ontario Institute for Studies in Education Act, R.S.O. 1990, c.O.22. Information Maintained: Grievance case histories. Uses: Maintain accurate record of nature of grievances and outcomes. Users: Senior administrators, institute legal counsel. Individuals in Bank: Institute staff, students, associations and union locals. Retention and Disposal: Ten years after employee leaves, then destroyed.

Harassment Complaint Information

Location: Director's Office. Legal Authority: Ontario Institute for Studies in Education Act, R.S.O. 1990, c.O.22. Information Maintained: Case notes on information and formal harassment inquiries and complaints. Uses: Investigate complaints. Users: Director, Legal Counsel (if required), Harassment Advisor. Individuals in Bank: Complainants and respondents. Retention and Disposal: Ten years after respondent leaves the institute, then destroyed.

Housing Loan Guarantees

Location: Finance Office. Legal Authority: Ontario Institute for Studies in Education Act, R.S.O. 1990, c.O.22. Information Maintained: Applications, correspondence and mortgages. Uses: Administer the program. Users: Management. Individuals in Bank: Employees applying for housing loan guarantees. Retention and Disposal: Withdrawn applications - two

years, then destroyed; approved applications - five years after discharge of mortgage, then destroyed.

Job Competitions

Location: Human Resources Services Dept., personnel offices and/or line managers' offices. Legal Authority: Ontario Institute for Studies in Education Act, R.S.O. 1990, c.O.22. Information Maintained: Applications and supporting documents for vacancies, requests for transfer, job application history, selection notices and indices, seniority listings, interview summaries and evaluations. Uses: Facilitate and document the job selection and transfer process. Users: Human Resources Department staff, line managers and supervisors, officers. Individuals in Bank: Applicants for job vacancies and transfers. Retention and Disposal: From one year to term of employment, then destroyed.

OISE Awards Committee - Nominations

Location: Office of the Director, Public Communications. Legal Authority: Ontario Institute for Studies in Education Act, R.S.O. 1990, c.O.22. Information Maintained: Name, address, degrees, present and past positions, contributions to education (as perceived by nominator), recommendations of nominators. Uses: Select annual Distinguished Educators of the Ontario Institute for Studies in Education; select annual Jackson Lecturer; nominate candidates for honorary University of Toronto degrees. Users: Members of OISE Awards Committee. Individuals in Bank: Institute awards nominees. Retention and Disposal: Four years, then destroyed.

Payroll

Location: Finance Office. Legal Authority: Ontario Institute for Studies in Education Act, R.S.O. 1990, c.O.22. Information Maintained: Name, job classification, length of employment, salary, dependents, association dues, voluntary deductions, life insurance and pension classifications, all payroll transactions. Uses: Prepare payroll; issue cheques and statements. Users: Payroll staff. Individuals in Bank: All staff, student and casual employees of the institute. Retention and Disposal: Computer files - two years, then destroyed; paper files - six years, then destroyed.

Pension Records System

Location: Human Resources Services Dept. Legal Authority: Ontario Institute for Studies in Education Act, R.S.O. 1990, c.O.22. Information Maintained: Name, address, Social Insurance Number, beneficiary

information, pension history and pay data, health benefits information, employment history, correspondence. Uses: Administer the institute's pension plan. Users: Pension plan staff, administrators, Human Resources pension fund trustees, internal and external auditors. Individuals in Bank: Employees, pensioners, beneficiaries and vested pensioners. Retention and Disposal: Six years plus current after all obligations are satisfied, then destroyed.

Performance Appraisal Files

Location: Human Resource Services Dept. Legal Authority: Ontario Institute for Studies in Education Act, R.S.O. 1990, c.O.22. Information Maintained: Name, evaluation of job performance. Uses: Assist with career counselling; provide data for human resource planning. Users: Director, Human Resource Services Dept. Individuals in Bank: General support, professional and research staff. Retention and Disposal: Ten years after employee leaves, then destroyed.

Personnel Files

Location: Human Resource Services Dept. Legal Authority: Ontario Institute for Studies in Education Act, R.S.O. 1990, c.O.22. Information Maintained: Name, address, age, sex, marital status, education, employment history, salary, benefits, medical information, Social Insurance Number. Uses: Record employee work history and payment/benefit transactions. Users: Staff in Human Resource Services Dept. Individuals in Bank: All regular OISE employees. Retention and Disposal: Employees receiving pension - Ten years after leaving and until completion of pension payments, then destroyed; other employees - ten years after leaving, then destroyed.

Services for Students With a Disability

Location: Director's Office. Legal authority: Ontario Institute for Studies in Education Act, R.S.O. 1990, c.O.22. Information Maintained: Name, address, telephone number, OISE department, documentation of disability, notes on accommodation needs, correspondence with student and correspondence about the student. Uses: Provide facilities and services to students. Users: Coordinator of Services for Students With a Disability. Individuals in Bank: Students who contact the service. Retention and Disposal: Retained while student is enrolled, then destroyed.

Temporary Employment Pool Files

Location: Human Resource Services Dept. Legal Authority: Ontario Institute for Studies in Education Act, R.S.O. 1990, c.O.22. Information Maintained: Name,

address, age, Social Insurance Number, employment history, rate of pay. Uses: Fill temporary staffing needs in accordance with policies and collective agreements. Users: Staff in Human Resource Services Dept. Individuals in Bank: Temporary employees. Retention and Disposal: One year, then destroyed.

Training and Development Records

Location: Human Resource Services Dept. Legal Authority: Ontario Institute for Studies in Education Act, R.S.O. 1990, c.O.22. Information Maintained: Name, department, courses attended, results attained, future training needs and desires. Uses: Develop training strategies for the institute and individuals; maintain information on career paths and skills inventories. Users: Training coordinator and supervisors. Individuals in Bank: All regular OISE employees. Retention and Disposal: Six years after employee leaves, then destroyed.

Workers' Compensation Information

Location: Human Resource Services Dept. Legal Authority: Ontario Institute for Studies in Education Act, R.S.O. 1990, c.O.22. Information Maintained: Name, claim number, Social Insurance Number, date of birth, payroll number, record of absences, record of payment, Workers' compensation Board correspondence, notification of maintaining supplementary grant/sick leave, maintaining summaries for claims. Uses: Administer the Workers' Compensation Plan. Users: Human Resources Services staff, Workers' Compensation Board, internal auditors. Individuals in Bank: Employees who have had an occupational accident that has been reported to the Workers' Compensation Board. Retention and Disposal: Permanent.

Office of Assistant Director (Academic)

This office is responsible for conduct of the instructional program, liaison with the University of Toronto and School of Graduate Studies, faculty appointments, and the effective operation of the OISE Psychoeducational Clinic, R.W.B. Jackson Library and the Computing Services Group.

General Classess or Types of Records

Contain information relating to the development of academic programs and the effective operation of associated teaching and service units.

Development and Delivery of Academic Programs
Distance Education Technology and Programming
Faculty Matters and Academic Policy Issues

Psychoeducational Clinic - Training and Service
Functions
R.W.B. Jackson Library Operations
University of Toronto Liaison Records

Personal Information Banks

Contain information on faculty, staff of the Academic Division, and on students and applicants. Contain information on clients, students, and clinicians involved in OISE Psychoeducational Clinic.

Associate Members of the Graduate Department of Education, University of Toronto

Location: Office of Assistant Director (Academic). Legal Authority: Ontario Institute for Studies in Education Act, R.S.O. 1990, c.O.22. Information Maintained: Employment conditions, salary and instructional contracts, curriculum vitae. Uses: Apply for approval to teach in the Graduate Department of Education at the University of Toronto. Users: OISE Graduate Studies staff. Individuals in Bank: Past and present associated instructors. Retention and Disposal: Ten years after employee leaves, then destroyed.

Clinic Clients

Location: Clinic Office. Legal Authority: Ontario Institute for Studies in Education, R.S.O. 1990, c.O.22. Information Maintained: Name, address, telephone numbers of clients, their parents or guardians if appropriate; record of all telephone and office contacts, test protocols used, notes of counselling sessions, copies of all reports, signed information release forms. Uses: Maintain a record of clinical services; monitor process of assessment or counselling; provide basis for referral and follow-up services. Users: OISE supervising faculty. OISE students working directly with clients; other agencies and psychologists with signed release from client or guardian. Individuals in Bank: All clients. Retention and Disposal: Minimum of six years, then destroyed.

Faculty - Current Employees

Location: Office of Assistant Director (Academic). Legal Authority: Ontario Institute for Studies in Education Act, R.S.O. 1990, c.O.22. Information Maintained: Employment conditions and salary, tenure and promotion, study leave, curriculum vitae. Uses: Provide statistical data; confirm individual's status. Users: Assistant Director (Academic) and immediate support staff. Individuals in Bank: Faculty. Retention and Disposal: Ten years after employee leaves, then destroyed.

Rejected Applicants

Location: Office of Assistant Director (Academic). Legal Authority: Ontario Institute for Studies in Education Act, R.S.O. 1990, c.O.22. Information Maintained: Application for admission, transcripts, reference letters, curriculum vitae assessment, departmental recommendation, letter of rejection. Uses: Monitor application process; maintain a record of rejected applications. Users: OISE and University of Toronto Graduate Studies staff. Individuals in Bank: Rejected applicants. Retention and Disposal: Two to five years, then destroyed.

Student Locator Files

Location: Clinic Office. Legal Authority: Ontario Institute for Studies in Education Act, R.S.O. 1990, c.O.22. Information Maintained: Name, address, telephone numbers, summary of academic and professional preparation, signed statement of responsibility. Uses: Locate students for appointments with clients, consultations. Users: OISE clinic staff. Individuals in Bank: All students actively seeing clients. Retention and Disposal: One year, then destroyed.

Student Records

Location: Office of Assistant Director (Academic). Legal Authority: Ontario Institute for Studies in Education, R.S.O. 1990, c.O.22. Information Maintained: Application for admission, transcripts, reference letters, curriculum vitae, assessment, admission letters, course selection and related program matters, financial awards where applicable, registration documents, thesis committee membership, ethical reviews, result of oral examination where applicable and degree recommendations. Uses: Monitor students' progress through degree programs. Users: OISE and University of Toronto Graduate Studies staff. Individuals in Bank: Currently and previously registered students. Retention and Disposal: Permanent.

Tenure and Promotion Committees - Academic Departments

Location: Offices of Department Chairpersons. Legal Authority: Ontario Institute for Studies in Education Act, R.S.O., 1990, c.O.22. Information Maintained: Name, telephone number, education, employment history, references, the candidate's case, confidential minutes, correspondence, committee recommendations. Uses: Recommend tenure and promotion of candidates. Users: Committee members, senior administrative staff, Faculty Review Committee. Individuals in Bank: Faculty

candidates. Retention and Disposal: Ten years after employee leaves, then destroyed.

Test Materials Users

Location: Clinic Office. Legal Authority: Ontario Institute for Studies in Education Act, R.S.O., 1990, c.O.22. Information Maintained: Name, address, telephone number, summary of academic and professional preparation, signed statement of responsibility. Uses: Monitor tests used; protect test security and appropriate use. Users: Client staff. Individuals in Bank: All approved test users; students and psychologists authorized to use restricted testing materials from the clinic. Retention and Disposal: Two years, then destroyed.

Office of the Assistant Director (Field Services and Research)

This office has overall responsibility for general administration of the internal research centres and the field centres, administration of the annual Ministry of Education Transfer Grant, and for solicitation, vetting and administration of sponsored research contracts and grants. The AD FS&R is also responsible for the operation of the Conference Centre.

General Classes or Types of Records

Contain information on all aspects of the educational research, field development and dissemination activities of the institute.

External Funding Agencies

Field Services and Research Standing Committee

Minutes and Materials

Funded Projects (grants and contracts)

Project Proposals - Pending and Rejected

Room Bookings - Contracts

Transfer Grant Project Reports

Transfer Grant Review Process

Travel Grants

Manuals

Issued to faculty and research officers and relating to transfer grant proposals.

Guidelines on Preparation of Transfer Grant Proposals

Personal Information Banks

Contain information on all aspects of the institute's educational research, field development and dissemination of educational technology and materials.

Ethical Reviews

Location: Office of Assistant Director (Field Services and Research). Legal Authority: Ontario Institute for Studies in Education Act, R.S.O. 1990, c.O.22. Information Maintained: Name, address, research project description, ethical review protocols, draft letters of consent, research instruments, statements of ethical review committee members, correspondence, and certificates of ethical approval for all projects involving the use of human subjects. Uses: Protect the rights of human subjects. Users: Senior administrative staff of the Office and the Institute. Individuals in Bank: Faculty and research officers (principal investigators). Retention and Disposal: Three years after completion of project, then destroyed.

Faculty Workload

Location: Office of Assistant Director (Field Services and Research). Legal Authority: Ontario Institute for Studies in Education Act, R.S.O. 1990, c.O.22. Information Maintained: Name, department, estimated percentages of time worked on projects. Uses: Determine distribution of faculty workload. Users: Senior administrative staff. Individuals in Bank: Faculty. Retention and Disposal: Seven years, then destroyed.

Field Services and Research Standing Committee Members

Location: Office of Assistant Director (Field Services and Research). Legal Authority: Ontario Institute for Studies in Education Act, 1965, R.S.O. 1990, c.O.22. Information Maintained: Name, department or home address, telephone number, constituency representation. Uses: Identify committee members. Users: Institute members. Individuals in Bank: Staff and students. Retention and Disposal: Permanent.

Search Committees - Field Division

Location: Office of Assistant Director (Field Services and Research). Legal Authority: Ontario Institute for Studies in Education Act, R.S.O. 1990, c.O.22. Information Maintained: Name, address, telephone number, education, employment history of candidates, confidential minutes, correspondence. Uses: Select candidates for faculty positions. Users: Search committee members, senior administrative staff. Individuals in Bank: Academic candidates. Retention and Disposal: Successful candidates' information retained for duration of tenure, then destroyed; unsuccessful candidates' information retained for five years, then destroyed.

Summer Stipends

Location: Office of Assistant Director (Field Services and Research). Legal Authority: Ontario Institute for Studies in Education Act, R.S.O. 1990, c.O.22. Information Maintained: Name, department, number and amount of stipends, project account. Uses: Arrange approval and payment of stipends. Users: Senior administrative staff, Board of Governors, Finance Office staff. Individuals in Bank: Faculty. Retention and Disposal: One year, then destroyed.

Tenure and Promotion Committees - Field Division

Location: Offices of Assistant Director (Field Services and Research) and Assistant Director (Academic). Legal Authority: Ontario Institute for Studies in Education Act, R.S.O. 1990, c.O.22. Information Maintained: Name, telephone number, education, employment history, references, the candidate's case, confidential minutes, correspondence, committee recommendations. Uses: Recommend tenure and promotion of candidates. Users: Committee members, senior administrative staff, Faculty Review Committee. Individuals in Bank: Faculty candidates. Retention and Disposal: Duration of appointment, then destroyed.

Transfer Grant Review Committee - Nominations

Location: Office of Assistant Director (Field Services and Research). Legal Authority: Ontario Institute for Studies in Education Act, R.S.O. 1990, c.O.22. Information Maintained: Name, address, telephone number, academic or field status, education, employment history, name of nominating individual or unit. Uses: Select members for Transfer Grant Review Committee. Users: Senior administrative staff, Nominations Subcommittee consisting of two researchers. Individuals in Bank: University faculty, Board of Education superintendents, Board of Education directors. Retention and Disposal: Five years, then destroyed.

Transfer Grant Review Committee Members

Location: Office of Assistant Director (Field Services and Research). Legal Authority: Ontario Institute for Studies in Education Act, R.S.O. 1990, c.O.22. Information Maintained: Name, address, telephone number, Social Insurance Number, Social Security Number (U.S. applicants). Uses: Pay honoraria; identify committee members. Users: Senior administrative staff, Finance Office staff. Individuals in Bank: Faculty, board superintendents, Board of Education directors. Retention and Disposal: Permanent.

ONTARIO LOTTERY CORPORATION

Head

President
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70 Foster Drive
Suite 800
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P6A 6V2
Telephone: (705) 946-6400

Access

Vice-President, Corporate Communications
Ontario Lottery Corporation
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Mandate

The Ontario Lottery Corporation (OLC) is a Crown corporation established by Bill 191, An Act to Incorporate the Ontario Lottery Corporation, in February 1975. As an independent Crown agency, the corporation's mandate is to develop and manage provincial government lotteries to raise monies for the benefit of the people of Ontario.

Organization

Responsible to the Minister of Tourism and Recreation, the corporation is organized into six divisions. Each division reports, through the President's Office, to a board of directors whose nine members are appointed from the private sector. Internal Audit reports directly to the board.

Divisions

Office of the President

Responsible for developing, undertaking, conducting and managing lottery schemes in a secure and efficient manner on behalf of the Ontario government. As the chief executive officer, the President is responsible and accountable for achieving annual revenue and profit objectives of the corporation, maximizing lottery sales and profits within the province of Ontario.

General Classes or Types of Records

Contain background information.

Board of Directors Guidelines and Minutes
Conferences
Contracts and Policies
Premier and Ministry of Tourism and Recreation Liaison
Relocation Planning
Special Studies

Personal Information Banks

The following common personal information bank as described in the introduction to this directory is maintained.

Identity/Employee Card

Also contain information on contracts between lottery show talent and hosts, and the Ontario Lottery Corporation.

Show Host Contracts

Location: President's Office. Legal Authority: Ontario Lottery Corporation Act, R.S.O. 1990, c.O.25, s.7; R.R.O. 1980, Reg. 719. Information Maintained: Name, address, photograph, contract figures, correspondence. Uses: Reference and documentation. Users: President, Special Events manager. Individuals in Bank: Lottery show talent and hosts. Retention and Disposal: Not determined.

Information Systems and Technology Division

Responsible for all computer activities including on-line games, business systems and desktop computing. The division is comprised of Emerging Technology and Planning, responsible for the evaluation of new technologies and multi-year planning; Systems Development, responsible for software for gaming and business systems as well as information management; Network Operations, responsible for monitoring the performance on on-line terminals and the network; Data Centre Operations, responsible for computer operations, hot line service to retailers, computer integrity, facilities management and systems administration; Client Services, responsible for a range of office systems and personal computer support as well as quality control for business systems; Engineering Support, responsible for overseeing and coordinating all aspects of quality assurance for the technology architecture and its implementation.

General Classes or Types of Records

Contain information on computer requirements, equipment selection and testing, performance monitoring,

design and update of programs, maintenance of on-line game system and the agent hotline service.

Electronic Data Processing Terminals
Emerging Technology Studies
Games and Redemption Systems
Interactive Gaming Technology
On-line Retailer Inquiry Hotline
Personal Computers
Research and Development Programs/Projects,
Evaluations and Reports
Systems Development Projects and Reports
Technical Support and Activities Reports

Personal Information Banks

The following common personal information banks as described in the introduction to this directory are maintained.

Identity/Employee Card
Performance Management

Corporate Communications Division

Responsible for all communication programs, advises senior management on communication strategies, and provides input into decisions of broad internal or external interest. The division is organized into five departments, Administration and Corporate Publications (general administration, internal and external publications), Corporate Planning and Advertising (communications programming and grants advertising), Corporate Events and Community Relations (special events throughout Ontario), Draws and Television Production (lottery draws and televising of winners and winning numbers), and Public Affairs (media relations, French language services, government liaison, research and consumer affairs).

General Classes or Types of Records

Contain information on corporate advertising, communication programming, government liaison, French language services, draws, game results, winners and publicity, media and consumer relations, research and non-advertising publications, and community and internal projects including travelling information display and speakers' bureau.

Communications Programming
Corporate Advertising
Draw Show Production
Employee Orientation Program
French Language Services

Games and Draw Results
Government Liaison
Library and Archives
Media Liaison
Million Dollar Sweepstakes Production and Television Show
Ministry of Tourism and Recreation Liaison
Monthly Billing and Budget Control
Montreal Trust Company, Independent Adjudicator
Non-Advertising Publications
Ontario Lottery Corporation and Montreal Trust Company Security Seals
Photo File, Audiovisual Equipment and Library
Production of Televised Draws
Research
Speakers' Bureau Program
Special Promotions
Travelling Information Display Program

Manuals

Issued to provide information on all games and related material to players and public on request.

Player's Guides for All Games
Winner's Handbook

Personal Information Banks

The following common personal information banks described in the introduction to this directory are maintained.

Career Planning/Training
Performance Management

Also contain information related to major prizes claimed by individuals, possible unauthorized lottery ticket mail-order operators and consumer inquiries.

Consumer Inquiries - Draw Show

Location: Corporate Communications. Legal Authority: Ontario Lottery Corporation Act, R.S.O. 1990, c.O.25, s.7; R.R.O. 1980, Reg. 719. Information Maintained: Name, address, correspondence and replies. Uses: Supply reference for further contact; identify possible trends. Users: Branch administrative staff. Individuals in Bank: Individuals corresponding with the corporation. Retention and Disposal: Not determined.

Consumer Inquiries - Games and Tickets

Location: Corporate Communications. Legal Authority: Ontario Lottery Corporation Act, R.S.O. 1990, c.O.25, s.7; R.R.O. 1980, Reg. 719. Information Maintained:

Name, address, correspondence and replies. Uses: Supply reference for further contact; identify possible trends. Users: Department administrative staff. Individuals in Bank: Individuals corresponding with the corporation. Retention and Disposal: Not determined.

Mail-Order Companies/Individuals

Location: Corporate Communications. Legal Authority: Ontario Lottery Corporation Act, R.S.O. 1990, c.O.25, s.7; R.R.O. 1980, Reg. 719. Information Maintained: Company's/individual's name, company materials, prizes claimed, letters of complaint, legal documents, affidavits. Uses: Investigate possible unauthorized dealers. Users: Senior Corporation staff, legal representatives, U.S. postal authorities. Individuals in Bank: Retailers and agents operating against Ontario Lottery Corporation policy. Retention and Disposal: Not determined.

Major Prize Winners - All Games/Special Promotions

Location: Corporate Communications. Legal Authority: Ontario Lottery Corporation Act, R.S.O. 1990, c.O.25, s.7; R.R.O. 1980, Reg. 719. Information Maintained: Name, address, photograph, game name, draw date, prize amount, ticket number. Uses: Inform the public, MPPs, and distributors of lottery winners; maintain a record of all major prize winners. Users: Division administrative staff. Individuals in Bank: Major prize winners. Retention and Disposal: Not determined.

Random Equipment and Supplies Testing - Employee

Major Prize Winnings

Location: Corporate Communications. Legal Authority: Ontario Lottery Corporation Act, R.S.O. 1990, c.O.25, s.7; R.R.O. 1980, Reg. 719. Information Maintained: Name, results of specific testing on employee major prize winnings. Uses: Referral and documentation to ensure integrity of games. Users: Branch administrative staff. Individuals in Bank: Employee major prize winners. Retention and Disposal: Not determined.

Show Inserts - Individuals Interviewed

Location: Corporate Communications. Legal Authority: Ontario Lottery Corporation Act, R.S.O. 1990, c.O.25, s.7; R.R.O. 1980, Reg. 719. Information Maintained: Prize winners' names and comments, grant recipients' names and comments, employees' names and opinions. Uses: Prize winners, grant recipients, special employee inserts for draw show. Users: Branch administrative staff. Individuals in Bank: Prize winners, grant recipients, lottery employees. Retention and Disposal: Not determined.

Internal Audit

Functions independently under policies and procedures established by the Board of Directors. Examines and evaluates the corporation's system of internal control and ensures quality of performance in carrying out assigned responsibilities.

General Classes or Types of Records

Contain information on the evaluation of systems, procedures and controls within other divisions.

Audit Procedures, Programs and Reports

Audit Subcommittee Minutes

Personal Information Banks

None

Marketing Division

Identifies market opportunities and implements selected strategies to ensure execution as planned and within approved budgets. Program consists of continuous marketing planning and evaluation for all passive, instant and on-line games, control and coordination of marketing projects, and sales and market analyses.

General Classes or Types of Records

Contain information on market research and analysis, advertising, advertising policy and agencies, merchandising programs, game promotion and player feedback.

Agency Search Guidelines, Contracts and Evaluations

Marketing Plans

Merchandising

Microcomputer Sales Reports

Monthly Billing and Budget Controls

Point of Sale Materials

Products

Promotional Contracts

Research Reports

Television and Radio Commercials

Unsolicited Ideas

Manuals

Issued to key staff to provide details on corporate and visual identity policies and procedures.

Product Fact Books

Personal Information Banks

None

Finance and Administration Division

The Finance and Administration Division is responsible for ensuring corporate adherence to the Memorandum of Understanding with the Minister of Tourism and Recreation, which clarifies the operating, financial/audit arrangements and administrative relationships. Finance and Administration is an internal service division dedicated to providing the corporation with efficient and effective support in the areas of Acquisitions, Contract Administration, Finance, Security, Office Administration, Corporate Planning and Legal Services.

General Classes or Types of Records

Contain information on general administration and operations as described in the introduction to this directory, with the exception of Communication, Audit, Systems and Data, and the Library Information Centre, and with the following additions:

- Accounts Payable
- Banking
- Budget Control Records
- Committee Meetings - Minutes
- Contingency Planning
- Contracts
- Corporate Asset Control
- Corporate Planning
- Corporate Security
- Establishment of On-Line, Passive and Instant Games and Related Services
- Financial Statements/Annual Reports
- Financial Controls and Related Systems
- Forensic Sciences Laboratory Reports
- Lottery Conferences
- Mail and Messenger Service
- Prize Office Procedures, Game Information and Reports
- Purchase Orders
- Records Management
- Request for Proposals
- Special Studies and/or Reviews
- Suppliers' Invoices for Products and Services
- Supplier/Vendor Information and Lists
- Treasury Inspection

Manuals

Issued to managerial staff to provide direction on corporate administrative policy.

Administrative Policy Manual

Personal Information Banks

The following common personal information banks as described in Chapter II of this directory are maintained.

- Career Planning/Training
- Identity/Employee Card
- Litigation Files
- Parking Records
- Performance Management
- Travel/Expense Accounts

Also contain information related to prize winners, retailer commissions paid, directors' and/or employees' accountable advances, claimant information and prize claims.

Claimants/Consumers - Special Cases

Location: Finance and Administration. Legal Authority: Ontario Lottery Corporation Act, R.S.O. 1990, c.O.25, s.7; R.R.O. 1980, Reg. 719. Information Maintained: Name, address, ticket number and game, group contracts, correspondence, written records of conversations. Uses: Documentation backup and reference for possible investigation. Users: Branch administrative staff. Individuals in Bank: Consumers and claimants. Retention and Disposal: Not determined.

Investigation Reports

Location: Security Services. Legal Authority: Ontario Lottery Corporation Act, R.S.O. 1990, c.O.25, s.7; R.R.O. 1980, Reg. 719. Information Maintained: Name, address, date of birth, investigation and occurrence reports, statements, exhibit reports and in some instances copies of court documents and court briefs. May also contain ticket number and game, group contracts, correspondence, written records of conversation, name of employee who handled incident. Uses: Detect, investigate and prosecute offences under the laws of Ontario and Canada. Users: President, Vice President, branch administrative staff. Individuals in Bank: Individuals involved in investigations under the Criminal Code, federal and provincial statutes. Retention and Disposal: Not determined.

Prize Winners and Prize Claims Information

Location: Prize Office. Legal Authority: Ontario Lottery Corporation Act, R.S.O. 1990, c.O.25, s.7; R.R.O. 1980, Reg. 719. Information Maintained: Names, addresses. Uses: Reference, documentation; provide audit trail. Users: Branch administrative staff. Individuals in Bank: Prize claimants, winners.

Retention and Disposal: Major prize winner information not determined; other information destroyed after seven years.

Retailer Commissions Paid - Passive Games

Location: Finance. **Legal Authority:** Ontario Lottery Corporation Act, R.S.O. 1990, c.O.25, s.7; R.R.O. 1980, Reg. 719. **Information Maintained:** Name, address, retailer number, ticket and draw number. **Uses:** Pay retailer commissions for the sale of winning tickets. **Users:** Branch administrative staff. **Individuals in Bank:** Retailers. **Retention and Disposal:** Not determined.

Security Clearance Records

Location: Security Services. **Legal Authority:** Ontario Lottery Corporation Act, R.S.O. 1990, c.O.25, s.7; R.R.O. 1980, Reg. 719. **Information Maintained:** Name, home address, date of birth, copy of application and/or resume, copies of Freedom of Information consent forms, character references including previous employers. May contain copies of credit records and/or outstanding credit charges and/or copies of Ministry of Transportation driving records, some related correspondence. **Uses:** Assist in establishing suitability of potential employees. **Users:** Senior management and corporate security staff. **Individuals in Bank:** Individuals with the Ontario Lottery Corporation who are or have been the subject of pre-employment security screening procedures. **Retention and Disposal:** In-house - two years after termination of employment; in government records centre - 48 years, then destroyed.

Ticket Discrepancy Files

Location: Finance and Administration. **Legal Authority:** Ontario Lottery Corporation Act, R.S.O. 1990, c.O.25, s.7; R.R.O. 1980, Reg. 719. **Information Maintained:** Date received, name, ticket number(s), problem and action, cheque number. **Uses:** Document and track handling of discrepancy. **Users:** Senior branch staff. **Individuals in Bank:** Prize winners submitting tickets for payment which require further investigation. **Retention and Disposal:** Eighteen months, then destroyed.

Human Resources Division

The Human Resources Division is responsible for providing training, development and the environment necessary to attract, retain and motivate qualified personnel. The major areas of responsibility include training and development, compensation and benefits, job evaluation, recruitment and selection, and employee

programs. The branch is also responsible for the implementation of government legislation as it applies to the Ontario Lottery Corporation (i.e., employment equity, pay equity and health and safety).

General Classes or Types of Records

Contain information on general administration and operational support as described in Chapter II of this directory.

Employee Benefits
Organizational Structure
Office Administration
Position Descriptions and Classifications
Training and Development

Manuals

Corporate Administrative Manual
IPPEBS Operating Manual Directives and Guidelines

Personal Information Banks

The following common personal information banks as described in Chapter II of this directory are maintained.

Career Planning/Training
Employment Application Inventory
Employment Equity Program
General Employment History and Payroll Information
Integrated Personnel Payroll, Personnel and Employee Benefits System (IPPEBS)
Job Competition and Job Application Files
Performance Management
Personnel Files containing:
-miscellaneous correspondence
-pay and benefit information
-performance reviews
-personal information
-training and development history
Relocation History
Security Check Information

Also contain information on employee attendance.

Employee Attendance Records

Location: Human Resources Branch. **Legal Authority:** Ontario Lottery Corporation Act, R.S.O. 1990, c.O.25, s.7; R.R.O. 1980, Reg. 719. **Information Maintained:** Name, record of work attendance. **Uses:** Record attendance; provide statistics on attendance. **Users:**

Ontario Lottery Corporation (OLC)

Branch administrative staff. Individuals in Bank: Employees. Retention and Disposal: Incorporated in General Employment History and Payroll Information bank.

Sales and Distribution Division

The division is responsible for the distribution and sale of lottery products for government lotteries throughout the province. It allocates and distributes tickets directly to retailer, controls and implements activities related to on-line games, monitors and maintains retailer programs, and coordinates training and sales activities of retailers.

General Classes or Types of Records

Contain information on ticket sales and ticket distribution, activities of sales representatives and supervisors in six regional offices, lottery retailers, local advertising and promotion campaigns, retail sales analyses, on-line wagering and terminals.

Distribution of On-Line Gaming Terminals and Supplies
Printing, Delivery and Distribution of Passive and Instant Game Tickets
Retailer Contracts
Retailer Liaison and Training
Retailer Sales Analysis System
Sales Supervisors/Representatives Sales Reports and Analyses
Wagering and Terminal Requirements

Manuals

Issued to OLC regional offices and retailers to provide details on operational policy and procedures.

Encashment Policy
Instant Games Manuals
On-Line Operations Guide
Regional Procedures
Retailers Procedures

Personal Information Banks

Contain information on independent business people and retailers who are under contract with the corporation or sell and distribute lottery products.

Retailer Commissions Paid - Instant, Passive and On-Line Games

Location: Sales and Distribution. Legal Authority: Ontario Lottery Corporation Act, R.S.O. 1990, c.O.25, s.7; R.R.O. 1980, Reg. 719. Information Maintained: Name, number, store name, commission amount, cheque number, draw date and number, number of

jackpot- and second-prize winners. Individuals in Bank: Authorized lottery retailers. Retention and Disposal: Not determined.

Retailer Commissions - Authorization/Confirmation

Location: Sales and Distribution. Legal Authority: Ontario Lottery Corporation Act, R.S.O. 1990, c.O.25, s.7; R.R.O. 1980, Reg. 719. Information Maintained: Name, address, number, store name, commission amount, cheque number, draw date and number, number of jackpot- and second-prize winners. Uses: Authorize and confirm payment of commissions to retailers on major winning tickets sold. Users: Division and Accounting staff. Individuals in Bank: Authorized lottery retailers. Retention and Disposal: Not determined.

Retailer Training

Location: Sales and Distribution. Legal Authority: Ontario Lottery Corporation Act, R.S.O. 1990, c.O.25, s.7; R.R.O. 1980, Reg. 719. Information Maintained: Retailer number, store owner's name, address, telephone number, training program test results. Uses: Ensure integrity of games; ensure retailers operating terminals are trained in accordance with regulations. Users: Division administrative staff. Individuals in Bank: On-line retailers. Retention and Disposal: Not determined.

ONTARIO MUNICIPAL EMPLOYEES RETIREMENT SYSTEM

Head

Executive Director
Ontario Municipal Employees Retirement System
Suite 1000, One University Avenue
Toronto, Ontario
M5J 2P1
Telephone: (416) 369-2400

Access

Freedom of Information and Privacy Coordinator
Ontario Municipal Employees Retirement Board
One University Avenue, Suite 1000
Toronto, Ontario
M5J 2P1
Telephone: (416) 369-2400



A public reading room for the review of manuals and other information is open during regular office hours on the ninth floor at One University Avenue, Toronto.

Mandate

The Ontario Municipal Employees Retirement System (OMERS) is a pension plan for municipal employees and employers that provides standardized pension benefits to members. Both the administration of the pension plan and the investment of the pension assets are carried out under the direction of the OMERS Board. The Board also manages the pension plans of the Colleges of Applied Arts and Technology and Ryerson Polytechnical Institute.

Organization

The business and affairs of The Ontario Municipal Employees Retirement System are directed and controlled by a board appointed by the Lieutenant Governor in Council. OMERS board is made up of six municipal employee members, three municipal management employee members, one retired plan member, two elected or appointed municipal officials and one official of the Province of Ontario. The staff of OMERS are organized into four Divisions: Executive, Finance and Administration Division, Investment Division and Pension Division, all of which are located at One University Avenue, Toronto.

Divisions

Board and Executive

The board controls and directs the business and affairs of the Ontario Municipal Employees Retirement System and provides direction to the Chairman and Executive Director. Human Resources and Management Policies Branches report to the Executive Director. The function of the Executive is to manage the system in conformance with direction from the board and the enabling and regulatory legislation.

General Classes or Types of Records

Contain proceedings of the board and its committees, minutes of executive and senior management meetings and executive office correspondence.

Personal Information Banks

None

Human Resources Branch

This branch develops and administers salary administration, health and safety in the workplace, pay equity, recruitment, job evaluation, records management and employee benefits.

General Classes or Types of Records

Contain information on the selection, placement and performance of OMERS' employees.

Compensation Survey and Reports
Employee Benefits Program
Health and Safety Program
Job Ratings and Job Descriptions
Salary Administration Plans
Salary Schedules

Manuals

Issued to staff relating to human resource procedures.

Staff Handbook
Internal Human Resources Procedures

Personal Information Banks

Contain information relating to the administration of personnel.

Personnel Files

Location: Ontario Municipal Employees Retirement System. Legal Authority: Ontario Municipal Employees Retirement System Act, R.S.O 1990, c.O.29. Information Maintained: Employee name, address, telephone number, employment history, salary, references, evaluations. Uses: Maintain necessary

Ontario Municipal Employees Retirement System (OMERS)

information for hirings, terminations, promotions; administer personnel functions of OMERS. Users: Personnel managers. Individuals in Bank: Employees of OMERS. Retention and Disposal: Not determined.

Employment Applications

Location: Ontario Municipal Employees Retirement System. Legal Authority: Ontario Municipal Employees Retirement System Act, R.S.O. 1990, c.O.29.

Information Maintained: Name, address, letters of application, resumes, application forms. Uses: Identify potential candidates for vacancies. Users: Personnel staff, department/branch managers. Individuals in Bank: Applicants for vacant positions. Retention and Disposal: One to two years, then destroyed.

Administration Division

The Administration Division consists of four branches: Planning, Financial Services, Information Services and Administrative Services. The division is responsible for accounting operations. It provides financial information to OMERS' activities, its investments and funds; ensures compliance with relevant statutory, legal and contractual obligations; and provides computer facilities including both hardware and software. It coordinates the budget process, purchasing, procedural documentation and records management. The library operates in the division.

General Classes or Types of Records

Contain information relating to financial management, accounting administration and control, administration functions and computer services. Also contain general administrative records as described in Chapter II of this directory.

Manuals

Issued to staff relating to Investment Accounting policies, procedures, and systems.

Automated Systems Reference Manual
Detailed Investment Clerk Procedures
Investment Accounting - Electronic Cash Transfer
Investment Accounting - Financial Control Systems
Investment Accounting Mortgage Administration
Procedure Manual
Investment Accounting Policy Manual
Investment Accounting Procedure Manual

Personal Information Banks

Contain information relating to the administration of the payroll system.

Payroll Files

Location: Ontario Municipal Employees Retirement System. Legal Authority: Ontario Municipal Employees Retirement System Act, R.S.O. 1990, c.O.29.

Information Maintained: Employee name, address, telephone number, yearly earnings and deductions information. Uses: Determine correct pay and deductions for employees and issue cheques accordingly. Users: Payroll and senior accounting staff, auditors. Individuals in Bank: Employees of OMERS. Retention and Disposal: Seven years, then destroyed.

Investment Division

The Division invests funds in accordance with the Pension Benefits Act and investment policies established for OMERS.

General Classes or Types of Records

Contain information relating to the investment of OMERS funds.

Asset Mix

Investment Portfolio Records - Bonds, Short-Term, Term Loans, Mortgages, Equities, Special Situations (venture capital resources, private placements), Real Estate Performance Measurement
Stewardship R-Term Loans
Subsidiary Companies

Manuals

Issued to division staff relating to investment portfolio policy and procedures.

Investment Policy Manual
Portfolio Procedures

Personal Information Banks

None

Pension Division

The Pension Division consists of two branches: the Pension Administration Branch and the Policy and Communications Branch. The division is responsible for the development of policies and the administration of the OMERS pension plan, the pension plan of the Colleges of Applied Arts and Technology and the pension plan of Ryerson Polytechnical Institute in accordance with provincial and federal legislation. It maintains membership and pension records and provides for the payment of benefits on retirement, termination, disability or death.

General Classes or Types of Records

Contain information on policies and procedures concerning the administration of the pension plan, and data and correspondence related to the membership and pension records.

Plan Administration - Community Colleges

Plan Administration - OMERS

Plan Administration - Ryerson

Manuals

Issued to staff to provide direction and details on administrative procedures.

Departmental Procedures

Instruction Manual for Employers

Personal Information Banks

Contain information relating to the administration of pensions.

Pension Administration System

Location: Ontario Municipal Employees Retirement System. Legal Authority: Ontario Municipal Employees Retirement System Act, R.S.O. 1990, c.O.29.

Information Maintained: Name, date of birth, Social Insurance Number, beneficiary information, membership history, disability benefit information, pension history, address and direct deposit information for pensioners, correspondence with pensioners, appeals by pensioners.

Uses: Administer the pension plan. Users: Pension Plan administrators, Pension Division staff, and auditors.

Individuals in Bank: Employers, employees and pensioners enrolled in the OMERS Pension Plan, the pension plans of the Colleges of Applied Arts and Technology and the pension plan of Ryerson Polytechnical Institute. Retention and Disposal: Not determined.

ONTARIO NORTHLAND TRANSPORTATION COMMISSION

Head

Chairman
Ontario Northland Transportation Commission
555 Oak Street East
North Bay, Ontario
P1B 8L3
Telephone: (705) 472-4500

Access

Freedom of Information and Privacy Coordinator
Ontario Northland Transportation Commission
555 Oak Street East
North Bay, Ontario
P1B 8L3
Telephone: (705) 472-4500

A public reading room for the review of manuals and other information is open during regular office hours on the main floor of 195 Regina Street, North Bay.

Mandate

Ontario Northland's goal is to provide communication services through transportation and telecommunications - rail, highway, air and marine transportation for both passengers and freight, and telephone, teletype, radio and television telecommunications linking northern communities to one another and to the rest of Ontario and Canada.

Organization

The commission is responsible to the Minister of Northern Development and Mines and has its head office in North Bay. As a transportation company, a railway and an operating telephone company, Ontario Northland has a presence in every community in northeastern Ontario. The commission is administered through three operational divisions: Rail Services, Passenger Services and Telecommunications.

Divisions

Commission and Executive

The commission, appointed by the Lieutenant Governor in Council, controls and directs the operations and affairs of Ontario Northland and provides policy direction to the General Manager. The function of the executive, which reports to the General Manager, is to provide senior

management in conformance with the directives of the General Manager and the commission.

General Classes or Types of Records

Contain general administrative records including proceedings of the commission and its committees, minutes of executive and senior management meetings, and executive office correspondence.

Manuals

A general administrative manual provides direction for all employees of Ontario Northland. Administrative manuals for each division and its respective branches are also maintained.

Policies and Procedures

Personal Information Banks

None

Administration

Human Resources Branch and Finance Branch provide certain centralized administrative services to the commission. Human Resources Branch provides contractual services, benefits administration and policy implementation with respect to employees. Finance Branch, through the accounting department, provides payroll services to employees. The operational divisions are responsible for employee planning, development, training and performance. Employee data are retained in the operational divisions.

General Classes or Types of Records

Contain general administrative information as described in Chapter II of this directory.

Personal Information Banks

Contain personal information required for the administration of commission personnel.

Employee Accident Information - Personal Injuries

Location: Human Resources Branch. Legal Authority: Ontario Northland Transportation Commission Act, R.S.O. 1990, c.O.32. Information Maintained: Names of persons involved, accident description, location, causes. Uses: Record and monitor ONTC vehicle and occupational accidents; produce accident statistics. Users: Authorized safety and health staff. Individuals in Bank: Employees involved in vehicle and occupational accidents. Retention and Disposal: Seven years after termination, then destroyed.

Employee Benefits/Pension Information

Location: Human Resources Branch. Legal Authority: Ontario Northland Transportation Commission Act, R.S.O. 1990, c.O.32. Information Maintained: Name, address, employee pension number, employee benefits including disability, sick leave, insurance, pension and fringe benefits. Uses: Administer employee benefit and pension plans. Users: Human Resources and Accounting staff. Individuals in Bank: ONTC employees. Retention and Disposal: Seven years after termination, then destroyed.

Employee Medical Information

Location: Human Resources Branch. Legal Authority: Ontario Northland Transportation Commission Act, R.S.O. 1990, c.O.32. Information Maintained: Name, Social Insurance Number, sex, date of birth, occupation, medical and health data. Uses: Monitor and assess the health of ONTC employees. Users: Occupational Health supervisor, authorized Human Resources staff. Individuals in Bank: ONTC employees. Retention and Disposal: Seven years after termination, then destroyed.

External Applications for Employment

Location: Human Resources Branch. Legal Authority: Ontario Northland Transportation Commission Act, R.S.O. 1990, c.O.32. Information Maintained: Personal data contained on applications and resumes. Uses: Screen and select external applicants for employment. Users: Director of Human Resources, Manager of Personnel, line managers, supervisors in operational divisions. Individuals in Bank: External applicants seeking employment with ONTC. Retention and Disposal: Ninety days from date of application, then destroyed.

Salary Administration

Location: Accounting Office. Legal Authority: Ontario Northland Transportation Commission Act, R.S.O. 1990, c.O.32. Information Maintained: Name, number, payroll number, record of absences, date of entry into service. Uses: Administer salaries; timekeeping. Users: Director of Human Resources, Director of Finance, related administrative staff. Individuals in Bank: ONTC employees. Retention and Disposal: Seven years after termination, then destroyed.

Workers' Compensation Information

Location: Human Resources Branch. Legal Authority: Ontario Northland Transportation Commission Act, R.S.O. 1990, c.O.32. Information Maintained: Name, claim number, date of birth, employee number, record of

absences, record of payment, Workers' Compensation Board correspondence. Uses: Administer the Workers' Compensation Plan. Users: Director of Human Resources, supervisors in operational divisions. Individuals in Bank: Employees receiving compensation under the Workers' Compensation Act. Retention and Disposal: Seven years after termination, then destroyed.

Rail Services Division

The Ontario Northland Railway provides rail freight and some highway freight services as well as passenger services from North Bay to Moosonee with branch lines to Timmins and Rouyn/Noranda, Quebec. In addition, spur lines service the mining and logging industries in Northern Ontario.

General Classes or Types of Records

Contain technical data on the operations of the Ontario Northland Railway and also information on property, equipment, marketing programs, tariffs and rates relating to Ontario Northland's rail services.

Accidents (occurrences, prevention and safety)
Bridges
Buildings - Stations
Cars (general, freight, passenger, work)
Construction
Contracts, Agreements and Rights Acquired
Customer Relations Records
Intermodal Equipment
Locomotives
Marketing Records (files, reports, surveys)
Materials and Supplies (stores stocks, commodity class, machinery and tools)
Property (land with and without structures)
Rate Structures and Tariffs
Right-of-Way (crossings, signals and signs)
Rolling Stock and Vehicles
Statements, Reports, Statistics
Track (rail, spurs and sidings, ties)
Traffic (associations, baggage, commodities, freight)
Train Operation (general, freight and passenger)

Manuals

Rail Services controls the construction, maintenance and operational standards of the Ontario Northland Railway through the use of general and technical manuals.

Association of American Railroads Manuals
Handbook of Railway Operating, Engineering and Traffic Regulations

Marketing and Administrative Manuals
Operating Timetables
Technical Procedural Manuals

Personal Information Banks

Contain information relating to employee accidents, employment disputes, staff assessments, and training and development.

Employee Accident Information

Location: Rail Services Division. Legal Authority: Ontario Northland Transportation Commission Act, R.S.O. 1990, c.O.32. Information Maintained: Names of persons involved, accident description, location, causes, corrective measures, police reports, accident investigation reports. Uses: Record and monitor ONTC vehicle and occupational accidents; produce accident statistics. Users: Senior management, authorized staff. Individuals in Bank: Employees involved in vehicle and occupational accidents. Retention and Disposal: Seven years after termination, then destroyed.

Employment Disputes

Location: Rail Services Division. Legal Authority: Ontario Northland Transportation Commission Act, R.S.O. 1990, c.O.32. Information Maintained: Name, Social Insurance Number, sex, date of birth, occupation, grievance forms and related correspondence, job performance information, investigation hearing notice, statement of settlement or withdrawal, arbitration award. Uses: Resolve and document employment disputes. Users: Senior Operating Officer-Rail, authorized staff. Individuals in Bank: Employees involved in employment disputes. Retention and Disposal: Seven years after termination, then destroyed.

Staff Assessment

Location: Rail Services Division. Legal Authority: Ontario Northland Transportation Commission Act, R.S.O. 1990, c.O.32. Information Maintained: Name, number, location, job classification, education, employment history, performance appraisals, physical and cognitive assessment test results. Uses: Identify candidates for future vacancies, training programs and apprenticeships. Users: Senior management, line managers. Individuals in Bank: ONTC employees. Retention and Disposal: Three years, then destroyed.

Training and Development

Location: Rail Services Division. Legal Authority: Ontario Northland Transportation Commission Act, R.S.O. 1990, c.O.32. Information Maintained: Name,

number, position, title, supervisor's name and position title, training certificates, driver's licence number, educational assistance applications. Uses: Schedule, verify and document employee training and certification. Users: Senior management, line managers and personnel manager. Individuals in Bank: ONTC employees. Retention and Disposal: Three years, then destroyed.

Passenger Services Division

Air, bus, marine and rail passenger services are provided by the commission throughout Northern Ontario. This division coordinates, monitors and ensures modern, efficient passenger services.

General Classes or Types of Records

Contain information on schedules, rates, fares, charters, customer services, marketing programs and tourism promotion programs related to passenger services.

Air (Norontair flight schedules)

Bus - Ontario Northland Bus Schedules

Bus - Ontario Northland Charters

Contracts, Agreements and Rights Acquired

Customer Relations and Marketing Training Records

Marine - Chi-Cheemaun Ferry Schedules

Marine - Chief Commanda II Charters

Marine - Chief Commanda II Schedules

Marketing Records (files, reports, surveys)

Rail - Interlining Rail Schedules (CN)

Rail - Ontario Northland Railway Excursion Schedules

Rail - Ontario Northland Railway Train Schedules

Rate Structures and Tariffs

Personal Information Banks

Contain information relating to employee accidents, employment disputes, staff assessments, and training and development.

Employee Accident Information

Location: Passenger Services Division. Legal Authority: Ontario Northland Transportation Commission Act, R.S.O. 1980, c.351. Information Maintained: Names of persons involved, accident description, location, causes, corrective measures, police reports, accident investigation reports. Uses: Record and monitor ONTC vehicle and occupational accidents; produce accident statistics. Users: Senior management, authorized staff. Individuals in Bank: Employees involved in vehicle and occupational accidents. Retention and Disposal: Seven years after termination, then destroyed.

Employment Disputes

Location: Passenger Services Division. Legal Authority: Ontario Northland Transportation Commission Act, R.S.O. 1980, c.351. Information Maintained: Name, Social Insurance Number, sex, date of birth, occupation, grievance forms and related correspondence, job performance information, investigation hearing notice, statement of settlement or withdrawal, arbitration award. Uses: Resolve and document employment disputes. Users: Senior management, authorized staff. Individuals in Bank: Employees involved in employment disputes. Retention and Disposal: Seven years after termination, then destroyed.

Staff Assessment

Location: Passenger Services Division. Legal Authority: Ontario Northland Transportation Commission Act, R.S.O. 1990, c.O.32. Information Maintained: Name, number, location, job classification, education, employment history, performance appraisals, physical and cognitive assessment test results. Uses: Identify candidates for future vacancies, training programs and apprenticeships. Users: Senior management, line managers. Individuals in Bank: ONTC employees. Retention and Disposal: Three years, then destroyed.

Training and Development

Location: Passenger Services Division. Legal Authority: Ontario Northland Transportation Commission Act, R.S.O. 1990, c.O.32. Information Maintained: Name, number, position, title, supervisor's name and position title, training certificates, driver's licence number, educational assistance applications. Uses: Schedule, verify and document employee training and certification. Users: Senior management, line managers. Individuals in Bank: ONTC employees. Retention and Disposal: Three years, then destroyed.

Telecommunications Services Division

Telecommunications services, including regular public network services and the specialized private services normally provided by Bell Canada and CNCP in the balance of the province, are provided in northeastern Ontario by ONTC. A variety of transmission media such as ordinary cable, fibre optic cable, microwave, other radio systems and a limited number of satellite facilities are employed.

General Classes or Types of Records

Contain technical data on the operations of Ontario Northland communications systems and also information

on property, equipment, facilities, marketing programs, tariffs and rates and regulations relating to Ontario Northland's telecommunications services.

Agreements and Contracts
Cable Services
Computer Matters (applications systems)
Customer Relations Records
Facilities (construction, installation, maintenance and operation)
Marketing Records (files, reports, surveys)
Radio - Microwave Facilities
Radio - Mobile and Cellular
Satellite Service
Tariffs and Rates - General
Telephone Directories
Telephone Service
Television Service

Manuals

Issued to divisions staff

Technical Procedural Manuals
Telephone Operating Practices and Procedures

Personal Information Banks

Contain information relating to employee accidents, employment disputes, staff assessments, and training and development.

Employee Accident Information

Location: Telecommunications Services Division. Legal Authority: Ontario Northland Transportation Commission Act, R.S.O. 1990, c.O.32. Information Maintained: Names of persons involved, accident description, location, causes, corrective measures, police reports, accident investigation reports. Uses: Record and monitor ONTC vehicle and occupational accidents; produce accident statistics. Users: Senior management, authorized staff. Individuals in Bank: Employees involved in vehicle and occupational accidents. Retention and Disposal: Seven years after termination, then destroyed.

Employment Disputes

Location: Telecommunications Services Division. Legal Authority: Ontario Northland Transportation Commission Act, R.S.O. 1990, c.O.32. Information Maintained: Name, Social Insurance Number, sex, date of birth, occupation, grievance forms and related correspondence, job performance information, investigation hearing notice, statement of settlement or withdrawal, arbitration

award. Uses: Resolve and document employment disputes. Users: Director of Telecommunications Services, authorized staff. Individuals in Bank: Employees involved in employment disputes. Retention and Disposal: Seven years after termination, then destroyed.

Staff Assessment

Location: Telecommunications Services Division. Legal Authority: Ontario Northland Transportation Commission Act, R.S.O. 1990, c.O.32. Information Maintained: Name, number, location, job classification, education, employment history, performance appraisals, physical and cognitive assessment test results. Uses: Identify candidates for future vacancies, training programs and apprenticeships. Users: Senior management, line managers. Individuals in Bank: ONTC employees. Retention and Disposal: Three years, then destroyed.

Training and Development

Location: Telecommunications Services Division. Legal Authority: Ontario Northland Transportation Commission Act, R.S.O. 1990, c.O.32. Information Maintained: Name, number, position, title, supervisor's name and position title, training certificates, driver's licence number, educational assistance applications. Uses: Schedule, verify and document employee training and certification. Users: Senior management, line managers. Individuals in Bank: ONTC employees. Retention and Disposal: Three years, then destroyed.

ONTARIO STOCK YARDS BOARD

Head

Chair
Ontario Stock Yards Board
Suite 339, 590 Keele Street
Toronto, Ontario
M6N 3E3
Telephone: (416) 767-1163

Access

General Manager
Ontario Stock Yards
Suite 339, 590 Keele Street
Toronto, Ontario
M6N 3E3
Telephone: (416) 767-1163

A public reading room for the review of manuals and other information is open during regular office hours at 590 Keele Street, Toronto.

Mandate

The Ontario Stock Yards Board is an agency of the Ministry of Agriculture and Food. The board operates a stock yard providing the physical facilities so that the producers of Ontario can market their livestock competitively.

Organization

The board of directors has seven members and is appointed by the Minister of Agriculture and Food. The board appoints a General Manager. One facility at 590 Keele Street is operated by the board.

General Classes or Types of Records

Contain information relating to business dealings with customers, industry and government.

Business (government, industry, customers)
Property (leases, etc.)
Statistics

Personal Information Banks

Contain information relating to board employees.

Personnel and Payroll

Location: Ontario Stock Yards Board. Legal Authority: The Stock Yards Act, R.S.O. 1990, c.S.25. Information Maintained: Name, address, telephone number, date of birth, Social Insurance Number, employment history, marital status, income. Uses: General administrative purposes; payroll; determine benefit levels and costs. Users: Office manager and Payroll Department. Individuals in Bank: Hourly and salaried employees. Retention and Disposal: Permanent.

ONTARIO TRAINING CORPORATION

Head

Chair of the Board
Ontario Training Corporation
2nd Floor, 1099 Bay Street
Toronto, Ontario
M5S 2B3
Telephone: (416) 975-9260

Access

Freedom of Information and Privacy Coordinator
Ontario Training Corporation
2nd Floor, 1099 Bay Street
Toronto, Ontario
M5S 2B3
Telephone: (416) 967-9260

A public reading room for the review of manuals and other information is open during regular office hours at the Ontario Training Corporation, 1099 Bay Street, 2nd Floor, Toronto.

Mandate

The mandate of the Ontario Training Corporation is to stimulate training activity in the province of Ontario, thereby encouraging excellence in workplace training and the development of a skilled and competitive workforce. In advancing high quality workplace training in Ontario, OTC provides three business services: Training Investment Services, SkillsLink/CompetencesPlus and Professional Development.

Organization

Ontario Training Corporation is incorporated under the Ontario Business Corporations Act. A 14-member Board of Directors, drawn from the corporation's key constituencies of business, organized labour, and the training services sector, is responsible for overall policy. The corporation is managed on a day-to-day basis by a full-time President and Chief Executive Officer.

General Classes or Types of Records

General administration records as described in this directory.

Contain background materials associated with the start-up of the corporation.

Board of Directors Meetings
Contractual Arrangements
Finance and Administration Records
Mailing Lists
Special Studies
Reports on Ontario's training industry

Manuals

Contain information concerning all internal policies and procedures relating to Human Resources, Administrative Services, Finance and Administration.

Personal Information Banks

Personnel and Payroll

Location: Ontario Training Corporation. Legal Authority: Order in Council 1738/87. Information Maintained: Name, address, telephone number, date of birth, Social Insurance Number, education, work history, salary, benefits, payroll transactions. Uses: Maintain a record of employee work history; administer the corporation's personnel functions; administer payroll. Users: Personnel and payroll staff. Individuals in Bank: Staff. Retention and Disposal: Not determined.

ONTARIO WASTE MANAGEMENT CORPORATION

Head

Chair and President
Ontario Waste Management Corporation
11th Floor, 2 Bloor Street West
Toronto, Ontario
M4W 3E2
Telephone: (416) 923-2918
1-800-268-1178

Access

Chairman and President
Ontario Waste Management Corporation
11th Floor, 2 Bloor Street West
Toronto, Ontario
M4W 3E2
Telephone: (416) 923-2918

Public reading space for the review of manuals and other information are open during regular office hours at 2 Bloor Street West, Toronto, and at the regional office, Village Square Mall, Highway 20 and Industrial Road, Smithville.

Mandate

The objective of the corporation is to design, construct and operate an industrial- and hazardous-waste treatment facility for Ontario and to develop a long-term program to assist in the reduction and recycling of such wastes. This includes the location of an appropriate site, the selection of the appropriate technology and all necessary and ancillary works associated with obtaining approval under the Environmental Assessment Act of Ontario.

Organization

The corporation is based in Toronto and is responsible for the management of all corporate departments including planning, marketing, communications, operations, project development, and administration and finance. In addition, there is a local community information office in Smithville. The corporation reports to the Ontario Legislature through the Minister of the Environment.

Divisions

The Ontario Waste Management Corporation is organized as a single division.

General Classes or Types of Records

Contain information on general administrative and financial matters, personnel policies and procedures, communications materials, the corporation's financial and resource plans, facilities development, marketing, engineering and technology.

Associations/Groups/Universities
Communications - Public Consultation
Conferences/Meetings/Tours
Corporate Organization and Management
Current Practice of Hazardous Waste Management
Engineering/Technology
Environmental Assessment Preparation and Public Hearing
Facilities Development and Site Assessment
Government Consultation
Hazardous Waste Management Research
Marketing - Hazardous Waste Treatment
Operations of Future Waste Treatment Facility and Technology
Site Assessment and Facility Development Consultants

Manuals

Issued to managers to provide direction on corporate administrative policy and practices and details on procedures for obtaining common administrative financial and human resources.

Ontario Waste Management Corporation - Manual of Administration

Personal Information Banks

Personnel Records

Location: Personnel Administration. Legal Authority: Ontario Waste Management Corporation Act, R.S.O. 1990, c.O.39. Information Maintained: Name, Social Insurance Number, payroll, performance reviews, employee contracts, employment benefits, confidentiality and conflict of interest declarations, salary administration. Uses: Personnel administration. Users: Corporation management and personnel. Individuals in Bank: Regular and contract employees of the corporation. Retention and Disposal: Variable, then destroyed.

Public Consultation Mailing Lists

Location: Communications. Legal Authority: Ontario Waste Management Corporation Act, R.S.O. 1990, c.O.39. Information Maintained: Name, address, history of information received. Uses: Disseminate information on corporate activities. Users: Communications staff. Individuals in Bank: Individuals requesting written information or those identified as potentially interested in the corporation's activities. Retention and Disposal: Twenty-five years, then transferred to archives.

OTTAWA CONGRESS CENTRE

Head

General Manager
Ottawa Congress Centre
55 Colonel By Drive
Ottawa, Ontario
K1N 9J2
Telephone: (613) 563-1984

Access

General Manager
Ottawa Congress Centre
55 Colonel By Drive
Ottawa, Ontario
K1N 9J2
Telephone: (613) 563-1984
TDD: (613) 238-9336
(613) 238-9567
(613) 238-9307



A public reading room for the review of manuals and other information is open during regular office hours at 55 Colonel By Drive, Ottawa.

Mandate

The Ottawa Congress Centre operates, maintains and generally manages an international-class convention centre facility in the city of Ottawa in a manner intended to promote and develop the convention industry in Ontario.

Organization

The centre is organized in to four divisions - Finance and Administration; Operations; Marketing and Sales; and Food, Beverage and Convention Services - which report to the General Manager who, in turn, is responsible to the Board of Directors.

General Classes or Types of Records

Contain general administrative records as well as the following information.

Building Projects
Contractors
Correspondence with Board of Directors
Correspondence with Government
Energy Consumption
Equipment
Legal and Auditing Correspondence

Preventive Maintenance
Service Contracts
Suppliers

Manuals

The centre maintains a manual with the description of equipment and the maintenance procedures on that equipment.

Association Memberships
Client
Events
Marketing Plans and Strategy

Personal Information Banks

The following common personal information banks as described in the introduction to this directory are kept in the Finance and Administration Division.

Employment Application Inventory
General Employment History and Payroll Information

MINISTRY OF REVENUE

Head

Minister of Revenue
4th Floor, Hearst Block
900 Bay Street
Toronto, Ontario
M7A 1X7
Telephone: (416) 325-3333

Access

Freedom of Information and Privacy Coordinator
Ministry of Revenue
P.O. Box 627
33 King Street West
Oshawa, Ontario
L1H 8H5
Telephone: (416) 433-6028
Toll Free: 1-800-263-3971
TDD: 1-800-263-7776



Manuals and other information are available for public review during regular office hours at the ministry's head office library, 33 King Street West, Oshawa.

Mandate

The ministry administers the major taxing statutes of Ontario, conducts property assessments to provide the tax base for municipalities, directs the Ontario Tax Credit Program, the Guaranteed Annual Income System, the Ontario Home Ownership Savings Plan, the Employee Share Ownership Program with the Small Business Development Corporations Program Ontario Investment and Employee Ownership Program. It also operates the Province of Ontario Savings Office.

Organization

Head office is in Oshawa. The ministry has five divisions with 24 branches, six units and three sections. Ministry programs are administered and the public is served directly by head office and 78 field offices.

Divisions

Office of the Deputy Minister

The Deputy Minister is responsible for the overall administration, supervision and coordination of the ministry's activities. The Audit Services Branch, Legal Services Branch and Employment Equity Program report to the Deputy Minister.

General Classes or Types of Records

Contain general administration records as described in Chapter II of this directory.

Personal Information Banks

The following common personal information bank as described in Chapter II of this directory is maintained.

Employment Equity Program
General Employment History and Payroll Information (Audit Staff)
Litigation Files
Workplace Discrimination and Harassment Prevention Advisor Files
Workplace discrimination and Harassment Prevention Investigator and Report Files

Property Assessment Program

Responsible for the assessment of all real property in Ontario. The assessments form the basis of residential, commercial, business and school taxes levied by the municipalities and the Provincial Land Tax levied by the province. In addition, the program prepares assessments for the Commercial Concentration Tax. Also conducts municipal enumeration to prepare voter lists, jury and school support lists, and the provincial census. The program comprises: Assessment Policies and Priorities Branch, Data Services and Development Branch, Special Properties Branch and Field Operations Branch.

General Classes or Types of Records

Contain information on assessment policy and legislation, information management, reports and statistics produced for internal and municipal purposes, and general administration of all assessment programs and activities.

Apportionments
Appraisal Cards and Property Record Sheets
Assessment Appeals
Building Permits - Reports
Equalization Program
Legislative and Policy Projects and References
Property Sales Analyses and Records
Property Valuations
Quality Control Reports
Reassessments
Special Properties - Studies

Manuals

Issued to assessors to provide detailed guidance in performing assessments. Issued to managers and supervisors to assist in monitoring the quality and consistency of assessments made by staff.

A Guide to the Assessment Act
Assessment - Provincial Land Tax System
Assessment - Quality Control Program
Assessor's Field Guide
Case Summaries and Topical Papers
Enumeration
Ontario Assessment System (systems specifications, training manual, operating guide, valuation tools, procedures guide)
Ontario Property Assessment Court Case Index
Ontario Valuation Manual - Residential and Farm Properties
Production Output User's Manual
Property Assessment Policy Manual
Property Assessment Procedures Manual

Personal Information Banks

Contain information essential to program delivery relating to property assessment, electoral eligibility status, census, school tax support and jury selection.

Ontario Assessment System (OASYS)

Location: Assessment Field Operations Branch and portions maintained at regional assessment offices. Legal

Authority: Assessment Act, R.S.O. 1990, c.A.31.

Information Maintained: Name, address, year and month of birth, religion if Roman Catholic, sex, citizenship if Canadian, French language education rights, physical inventory of property owned or leased, property value for assessment purposes. Uses: Property assessment; determine school tax support status; determine eligibility as a municipal elector or juror; compile provincial census. Users: Assessment program staff, municipal clerks and staff, school board officials, Ministry of Municipal Affairs, Ministry of Education, Ministry of the Attorney General. Individuals in Bank: Residents, owners and tenants of property in Ontario. Retention and Disposal: Destroyed when individual no longer has an ownership or tenancy interest in a property.

Corporate Resources Division

Responsible for providing corporate management and administrative services in support of ministry operating programs. The division is comprised of the following branches: Finance and Priorities Planning, Administrative and Financial Services, Personnel Services, Communications Services, and the Facilities Management Unit.

General Classes or Types of Records

Contain information as described in Chapter II of this directory related to general administrative and financial matters, personnel policies and procedures, electronic data processing and business systems, communications material and press releases, and the ministry's financial and resource plan.

Manuals

Issued to managers to provide direction on ministry administrative policy and practices and details on procedures for obtaining common administrative, financial, logistic and human resources.

Corporate Administrative Procedures
Corporate Financial Procedures
Ministry of Revenue Policy Directives

Personal Information Banks

Contain general administrative and accounting information. The following common personal information banks as described in Chapter II of this directory are maintained.

Career Planning/Training
Central Attendance Recording System (CARS)
Employment Application Inventory
General Employment History and Payroll Information
Grievances and Applications
Identity/Employee Card
Integrated Payroll, Personnel and Employee Benefits System (IPPEBS)
Job Competitions
Library Users Lists
Medical Information (Personnel)
Ombudsman/Human Rights Commission
Parking Records
Performance Management
Travel/Expense Accounts
Workers' Compensation

Control and Review Records

Location: Administrative and Financial Services Branch.

Legal Authority: Public Service Act, R.S.O. 1990, c.47.

Information Maintained: Name, Social Insurance Number, salary, financial data (purchase of bonds, travel advance claims, parking charges). Uses: Perform reconciliations of ministry accounts ensuring accuracy of transactions recorded. Users: Accounting, personnel and audit staff. Individuals in Bank: Classified, unclassified and contract staff. Retention and Disposal: Six years, then destroyed.

Education Assistance

Location: Administrative and Financial Services Branch.
Legal Authority: Financial Administration Act, R.S.O. 1990, c.47. Information Maintained: Name, Social Insurance Number, financial data. Uses: Record ministry expenditures. Users: Accounting, personnel and audit staff. Individuals in Bank: Employees reimbursed for education expenses. Retention and Disposal: Six years, then destroyed.

Home-Owner Employee Relocation Plan

Location: Personnel Services Branch. Legal Authority: Financial Administration Act, R.S.O. 1990, c.F.12. Information Maintained: Name, Social Insurance Number, address, financial data related to the sale or purchase of residence. Uses: Back-up documentation for claims payment. Users: Personnel Services Branch administrative and audit staff. Individuals in Bank: Staff relocating under the Oshawa Relocation Policy or as a result of a change of job location. Retention and Disposal: Minimum one year, then destroyed.

Management Rotation Files

Location: Executive Director's Office, R.S.O. Committee Chair's Office, Personnel Services Branch. Legal Authority: Public Service Act, R.S.O. 1990, c.P. 47, s.4(4), s.6(1) and s.24. Information Maintained: Name, position title, time in position, classification, employment history, list of positions for which candidate wishes to be considered. Uses: Career development and selection for reassignment/rotation. Users: Managers responsible for administering the program, managers responsible for decisions related to program participants. Individuals in Bank: Management personnel who volunteer to participate in the program. Retention and Disposal: One year, then destroyed.

Revenue - Human Resources Information System

Location: Personnel Services Branch. Legal Authority: Public Service Act, R.S.O. 1990, c.P.47. Information Maintained: Name, Social Insurance Number, sex, date of birth, continuous service date, education, classification level, benefit credit date, address, pension credit date, salary, training and development data, and other basic employee data. Uses: Financial planning, compile human resources control reports, training and development reports, employee profiles. Users: Finance and Priority Planning staff, Personnel Services Branch staff, ministry managers, selected Civil Service Commission staff.

Individuals in Bank: Classified and unclassified staff. Retention and Disposal: Minimum one year, then destroyed.

Summer Student Employment Programs

Location: Personnel Services Branch. Legal Authority: Public Service Act, R.S.O. 1990, c.P.47. Information Maintained: Name, address, education, employment history, references. Uses: Select and recruit summer students. Users: Personnel administrators, staffing officers, managers, supervisors. Individuals in Bank: Summer student applicants. Retention and Disposal: One year, then destroyed.

Information Technology Division

Responsible for providing information systems development and maintenance, integrated office systems, end-user computing and support, and operation of the data processing facilities. The division is comprised of the following functional areas: Information Systems Development Branch, Systems and Facilities Management Branch, Research and Development Sections, and the Finance and Administration Section.

General Classes or Types of Records

Contain information on consulting services contracts, as well as general administration records as described in Chapter II of this directory.

Consulting Services Contracts

Personal Information Banks

None

Province of Ontario Savings Office

Responsible for the administration and operation of 23 branch offices and five Northern Agents that provide financial banking services to the public.

General Classes or Types of Records

Contain information relating to the operation of the branch offices.

Customer Accounts

Financial Operation Records

Personal Information Banks

Contain general administrative and accounting information relating to customer accounts and financial papers.

Province of Ontario Savings Office (POSO) - Customer Accounts

Location: Province of Ontario Savings Office and portions maintained at branch offices. Legal Authority: Province of Ontario Savings Office Act, R.S.O. 1990, c.P.30. Information Maintained: Name, Social Insurance Number, address, details of financial transactions, telephone number. Uses: Administer customers' accounts. Users: POSO staff and auditors. Individuals in Bank: POSO account-holders. Retention and Disposal: Minimum one year to maximum 25 years, then destroyed.

Province of Ontario Savings Office (POSO) - Financial Papers

Location: Province of Ontario Savings Office and portions maintained at branch offices. Legal Authority: Province of Ontario Savings Office Act, R.S.O. 1990, c.P.30. Information Maintained: Name; address; financial details related to the purchase or sale of government and corporate bonds, stocks, guaranteed investment certificates, treasury bills, travellers cheques, other types of securities and assets. Uses: Administer and control records associated with the purchase or sale of assets. Users: Administrative staff and auditors. Individuals in Bank: Customers purchasing or selling financial paper or holding securities for safekeeping. Retention and Disposal: Two years, then destroyed.

Manuals

Issued to branch offices to provide detailed guidance in the administration of branch operations.

Savings Office - Policies
Savings Office - Procedures

Tax Revenue and Grants Program

The program administers thirteen provincial taxes, the Guaranteed Annual Income System, Ontario Tax Credits claimed through the Personal Income Tax System, the Employee Share Ownership Program, the Ontario Home Ownership Savings Plan with the Small Business Development Corporations Program Ontario Investment and Employee Ownership Program. Taxes and benefits programs are administered through the following branches: Corporations Tax, Retail Sales Tax, Motor Fuels and Tobacco Tax, Employer Health Tax, and Guaranteed Income and Tax Credit. Other branches in this program are Tax Appeals, Special Investigations, Revenue and Operations Research, Taxation Data Centre, Taxpayer Services, and Freedom of Information and Privacy Office.

General Classes or Types of Records

Contain information on the development of legislation for taxing statutes, accounting and revenue control systems, audit policy and procedures, systems development and operations, and general operations and administration concerning the delivery of programs.

Commercial Concentration Tax Records
Computer Records of Vendors' and Taxpayers' Returns, Filings, and Payments
Employee Share Ownership Plan - Records, Reports, Register
Employer Health Tax Records
Fuel Tax Inspections - Reports
General Revenue Control Records
General Tax and Grants - Inquiries
Guaranteed Annual Income System - Records and Reports
Land Registration
Land Speculation Tax
Land Transfer Tax
Legal Action and Special Investigation Branch - Case Referrals
Liens - Correspondence
Ontario Home Ownership Savings Plan - Register, Records and Reports
Ontario Homebuyers' Grant Collection System - Records and Reports
Ontario Pensioners' Property Tax Assistance Systems - Records and Reports
Race Tracks Tax
Rebates and Refunds
Revenue Administration - Internal Control Systems
Small Business Development Corporations - Records, Reports, Register
Special Investigations
Tax Administration (technical files)
Tax Banking
Tax Policy Units' Project
Tax Roll - Files, Records and Reports
Taxpayers - Audit Files and Inspection Reports
Vendor Files - Retail Sales Tax Branch

Manuals

Issued to all staff involved in the administration of taxing statutes, tax credits or grants. Provide detailed guidance on policy and procedures.

Corporations Tax - Audit, Collections/Default, Tax Roll, Correspondence, Accounts
Employee Share Ownership Plan - Interpretations
Employer Health Tax - Interpretations, Policy

Fuel and Terminal Inspections
Guaranteed Annual Income System - Procedures and Interpretations
Land Transfer Tax
Land Transfer Tax - OHOSP Refunds
Mining Tax - Audit
Motor Fuels and Tobacco Tax Branch - Interpretations, Audit, Rulings, Customer Services
Objection and Appeal Procedures (Tax Revenue and Grants Program)
Ontario Home Ownership Savings Plan - Interpretations
Ontario Pensioners Property Tax Assistance Accounts, Benefits Administration, Inquiry Management Centre
Ontario Tax Credit/Grants Interpretation
Provincial Land Tax
Retail Sales Tax - Audit, Default/Delinquency, Ontario Motor Vehicle Licence Issuer's Handbook, Refund Handbook, Returns and Remittances, Understanding Ontario Sales Tax, Vendor Administration
Small Business Development Corporations Program
Special Investigations - Investigations, Prosecutions

Personal Information Banks

The following common personal information bank as described in Chapter II of this directory is maintained.

Freedom of Information and Protection of Privacy Act Requests

Also contain information related to financial transactions of individuals and used by ministry staff in administrative, audit, investigative and compliance actions related to tax statutes, grants and credit programs.

Chattel Purchases, Private Sales and Cross-Border Purchases by Ontario Residents

Location: Retail Sales Tax Branch and Retail Sales Tax field offices. Legal Authority: Retail Sales Tax Act, R.S.O. 1990, c.R.31. Information Maintained: Name, address and description of items purchased and sold by parties to these transactions. Uses: Monitor payment of sales tax due on these transactions; raise and collect assessments in cases of non-compliance with the legislation. Users: Ministry and audit staff. Individuals in Bank: Purchasers and sellers involved in chattel purchases, private sales and cross-border purchases. Retention and Disposal: Two years, then destroyed.

Employee Share Ownership Plan (ESOP) - Grant Recipients

Location: Business Investment Plans Section. Legal Authority: Employee Share Ownership Plan Act, R.S.O. 1990, c.E.10. Information Maintained: Name, address, registration number, financial details of investment, grant payments. Uses: Determine approval and payment of grants to eligible employees under the act. Users: Operational, administrative and audit staff. Individuals in Bank: Employee grant recipients who have purchased shares in their employer corporations. Retention and Disposal: Not determined.

Guaranteed Annual Income System (GAINS) Program Files

Location: Guaranteed Income and Tax Credit Branch. Legal Authority: Ontario Guaranteed Annual Income Act, R.S.O. 1990, c.O.17. Information Maintained: Name, address, Social Insurance Number or other assigned personal identification number, date of death, old age security and guaranteed-income supplement payment data, spouse's identifying information, trustee information, GAINS payment information. Uses: Determine eligibility for and amount of monthly GAINS payments; respond to inquiries from seniors and their agents. Users: Ministry and audit staff. Disclosure also permitted to Health and Welfare Canada, Revenue Canada Taxation, Ministry of Treasury and Economics, Ministry of Community and Social Services and MPPs to facilitate delivery of the program. Individuals in Bank: Ontario residents aged 65 or over who are current or potential recipients. Retention and Disposal: Client files are kept until inactive or notification of death. Inactive or deceased files are kept for three years, then destroyed.

Land Transfer Tax Refunds

Location: Motor Fuels and Tobacco Tax Branch. Legal Authority: Land Transfer Tax Act, R.S.O. 1990, c.L.6. Information Maintained: Name, address, telephone number, Social Insurance Number, spouse's name and Social Insurance Number, OHOSP plan creation date, location of plan, details of purchase, details of claim, approval for release of income tax information of claimant and spouse. Uses: Determine eligibility for a refund of land transfer tax to OHOSP plan holders. Users: Operational, administrative, audit, management, appeals, OHOSP and legal staff. Individuals in Bank: Tax refund claimants. Retention and Disposal: Minimum of three years, then transferred to archives.

Land Transfer Tax Return

Location: Motor Fuels and Tobacco Tax Branch. Legal Authority: Land Transfer Tax Act, R.S.O. 1990, c.L.6. Information Maintained: Name, address, total value of consideration, purchase/sale agreement information, non-resident application information, legal description of land tax. Uses: Determine land transfer tax liability, exemption or deferral. Users: Operational, administrative, audit, management, appeals, OHOSP and legal staff. Individuals in Bank: Transferrees or their trustees who have not registered land disposition. Retention and Disposal: Not determined.

Motor Vehicle Transfers (MV-1, MV-2)

Location: Retail Sales Tax Branch. Legal Authority: Retail Sales Tax Act, R.S.O. 1990, c.R.31. Information Maintained: Name and address of current and previous owner of motor vehicle, financial details of private sale/purchase of a motor vehicle. Uses: Verify payment of sales tax; confirm entitlement to tax exemptions; investigate questionable declarations; raise assessments where appropriate. Users: Ministry and audit staff, Ministry of Transportation and Ministry of Consumer and Commercial Relations. Individuals in Bank: Individuals transferring ownership of motor vehicles through private sales. Retention and Disposal: Two years, then destroyed.

Ontario Home Ownership Savings Plan (OHOSP)

Location: Guaranteed Income and Tax Credit Branch. Legal Authority: Ontario Home Ownership Savings Plan Act, R.S.O. 1990, c.O.20; Ontario Income Tax Act, R.S.O. 1990, c.I.2. Information Maintained: Planholder's name, address, telephone number, Social Insurance Number, date of birth, death date, marital status, spouse's information, name of depository, OHOSP registration number, account number, financial institution branch number, date plan created, contribution amount, lawyer's name and address, property description, proposed closing date of purchase of the eligible home; address of property, total cost of property, OHOSP transfer date, plan termination date, recaptured tax credit amount, adjustment/reassessment data, OHOSP tax credit issue/adjustment date(s), total amounts of OHOSP credits issued to planholder(s). Uses: Determine eligibility of planholder and property being purchased; respond to enquiries from planholder. Users: Disclosure to Revenue Canada Taxation, Ministry of Treasury and Economics, MPP's and to the Ministry of Housing. Operational, administrative, audit and management staff. Individuals in Bank: Ontario residents aged 18 or over who have opened OHOSP accounts with depositories.

Retention and Disposal: Retained until December 31, 2002, then destroyed.

Ontario Homebuyers' Grant Collections Program Files

Location: Guaranteed Income and Tax Credit Branch. Legal Authority: Ontario Homebuyers Grant Act, S.O. 1975, c.4. Information Maintained: Name, Social Insurance Number, locator number, lien status information, account receivable data. Uses: Record and verify the collection of grant recipients' accounts receivable; respond to inquiries from recipients and their agents. Users: Branch and audit staff. Individuals in Bank: Grant recipients who currently have accounts receivable with the Ministry of Revenue. Retention and Disposal: Four years, then destroyed.

Ontario Investment and Employee Ownership Program-Labour Sponsored Investment Fund Corporation (LSIFC) and Employee Ownership Labour Sponsored Venture Capital Corporation (EOLSVCC)

Location: Business Investment Plans Section. Legal Authority: Labour Sponsored Venture Capital Corporations Act, 1992, s.32. Information Maintained: Name, address, S.I.N., amount invested, number of class A shares purchased, LSIFC and ECLSVCC registration numbers, purchase date, tax credit issued, tax credit certificate number, share redemption dates, cancellations and transfers, tax credits recaptured, RRSP account number, spousal information (same as purchaser), Uses: To determine the eligibility, approval and issuance of tax credit certificates and the recovery of tax credits. Users: Operational, administrative and audit staff. Disclosed to Revenue Canada. Individuals in Bank: Ontario residents who invest in LSVCC's. Retention and Disposal: Minimum 5 years.

Ontario Tax Grant Program Files

Location: Guaranteed Income and Tax Credit Branch. Legal Authority: Ontario Pensioners Property Tax Assistance Act, R.S.O. 1990, c.O.33. Information Maintained: Name, address, Social Insurance Number or other identifying number, date of birth, date of death, marital status, rent or property tax, grant payment data, trustee information. Uses: Determine eligibility for and amount of property tax and sales tax, and respond to inquiries from seniors or their agents. Users: Ministry and audit staff. Disclosure also to Health and Welfare Canada, Revenue Canada Taxation, Ministry of Treasury and Economics and MPPs. Individuals in Bank: Ontario residents aged 65 or over who were recipients of property tax and sales tax grants. Retention and Disposal: Current plus three years, then destroyed.

Provincial Land Tax Register

Location: Motor Fuels and Tobacco Tax Branch. Legal Authority: Provincial Land Tax Act, R.S.O. 1990, c.P.32. Information Maintained: Name and address of registered owners and Crown tenants, licence-of-occupation and land-use permit holders, description and assessed value of property, assessment roll and Provincial Land Tax Register account numbers, annual tax and financial information pertaining to current taxes and arrears, membership of Local Services and Roads Boards. Uses: Produce annual billing to collect property taxes and Local Services Boards' levies for properties located in unorganized areas of the province; publish annually in the Ontario Gazette a list of cautioned properties liable for forfeiture. Users: Operational, administrative, audit and management staff. Individuals in Bank: Registered owners, Crown tenants, and licence-of-occupation and land use permit holders. Retention and Disposal: Not determined.

Refunds - Alternative Fuel Vehicles and Conversion Kits

Location: Taxation Data Centre. Legal Authority: Retail Sales Tax Act, R.S.O. 1990, c.R.31. Information Maintained: Name, address, telephone number, details of vehicle purchase, vehicle conversion to use of alternative fuel or purchase of conversion kit. Uses: Verify eligibility for refunds. Users: Ministry and audit staff. Individuals in Bank: Refund claimants. Retention and Disposal: Four years, then destroyed.

Refunds - Transportation of Persons With Permanent Physical Disabilities

Location: Taxation Data Centre. Legal Authority: Retail Sales Tax Act, R.S.O. 1990, c.R.31. Information Maintained: Name, address, date of birth, medical condition and details of vehicle purchase. Uses: Verify eligibility for sales tax refund. Users: Ministry and audit staff. Individuals in Bank: Refund claimants. Retention and Disposal: Four years, then destroyed.

Refunds - Used Vehicle Information Program

Location: Retail Sales Tax Branch. Legal Authority: Retail Sales Tax Act, R.S.O. 1990, c.R.31. Information Maintained: Name, address, details of vehicle transferred appraisal form. Uses: Verify eligibility of refunds. Users: Branch and Ministry of Revenue staff. Individuals in Bank: Refund claimants. Retention and Disposal: Two years then destroyed.

Refunds, Visitors to Ontario - Transient Accommodation and Goods Removed Within 60 Days

Location: Taxation Data Centre. Legal Authority: Retail Sales Tax Act, R.S.O. 1990, c.R.31. Information Maintained: Name, address, telephone number and details of transient accommodation, and purchases made in Ontario by claimants. Uses: Verify eligibility for refund. Users: Ministry and audit staff. Individuals in Bank: Refund claimants. Retention and Disposal: Three years, then destroyed.

Retail Sales Tax - General Refunds

Location: Retail Sales Tax Branch. Legal Authority: Retail Sales Tax Act, R.S.O. 1990, c.R.31. Information Maintained: Name, address, details of financial transactions. Uses: Verify eligibility for sales tax refunds. Users: Ministry and audit staff. Individuals in Bank: Tax refund claimants. Retention and Disposal: Four years, then destroyed.

Small Business Development Corporations (SBDC) - Grant Recipients

Location: Business Investment Plans Section. Legal Authority: Small Business Development Corporations Act, R.S.O. 1990, c.S.12. Information Maintained: Name, address, date of birth, financial details of investment. Uses: Assist in the approval and payment of grants to investors under the act. Users: Operational, administrative and audit staff, Ministry of Treasury and Economics. Individuals in Bank: SBDC investors. Retention and Disposal: Minimum one year, then destroyed.

Special Investigations

Location: Special Investigations Branch. Legal Authority: Land Transfer Tax Act, R.S.O. 1990, c.L.6; Retail Sales Tax Act, R.S.O. 1990, c.R.31; Gasoline Tax Act, R.S.O. 1990, c.G.5; Fuel Tax Act, R.S.O. 1990, c.F.35; Corporations Tax Act, R.S.O. 1990, c.C.40; Tobacco Tax Act, R.S.O. 1990, c.T.10; Employer Health Tax Act, R.S.O. 1990, c.E.11; Mining Tax Act, R.S.O. 1990, c.M.15; Income Tax Act, R.S.O. 1990, c.I.2; Race Tracks Tax Act, R.S.O. 1990, c.R.1; Small Business Development Corporations Act, R.S.O. 1990, c.S.12; Ontario Home Ownership Savings Plan Act, R.S.O. 1990, c.O.20; Employee Share Ownership Plan Act, R.S.O. 1990, c.E.10; Ontario Guaranteed Annual Income Act, R.S.O. 1990, c.O.17.; Ontario Pensioners Property Tax Assistance Act, R.S.O. 1990, c.O.33. Information Maintained: Name, age, business position, financial business information of individuals or

companies under investigation. Uses: Investigate allegations against an individual or business. The branch discloses personal information under written agreement. Such disclosures are authorized under s.42(f) and s.42(g) of the Freedom of Information and Protection of Privacy Act. Users: Staff investigators, Tax Appeals Branch, Legal Branch and audit staff. Individuals in Bank: Individuals suspected of non-compliance with requirements of tax revenue statutes and grants program administration. Retention and Disposal: Six years, then destroyed.

Tax Revenue and Grants Program - Appeal Files

Location: Tax Appeals Branch. Legal Authority: Commercial Concentration Tax Act, R.S.O. 1990, c.C.16; Land Transfer Tax Act, R.S.O. 1990, c.L.6; Retail Sales Tax Act; R.S.O. 1990, c.R.31; Gasoline Tax Act, R.S.O. 1990, c.G.5; Fuel Tax Act, R.S.O. 1990, c.F.35; Corporations Tax Act, R.S.O. 1990, c.C.40; Tobacco Tax Act, R.S.O. 1990, c.T.10; Employer Health Tax Act, R.S.O. c.E.11; Mining Tax Act, R.S.O. 1990, c.M.15; Race Tracks Tax Act, R.S.O. 1990, c.R.1; Small Business Development Corporations Act, R.S.O. 1990, c.S.12; Ontario Home Ownership Savings Plan Act, R.S.O. 1990, c.O.20; Employee Share Ownership Plan Act, R.S.O. 1990, c.E.10; Ontario Guaranteed Annual Income Act, R.S.O. 1990, c.O.17; Ontario Pensioners Property Tax Assistance Act, R.S.O. 1990, c.O.33. Information Maintained: Name, address, telephone number, account number, permit number, Old Age Security Number, Social Insurance Number, financial transactions, personal opinions, legal opinions, third-party references, correspondence and replies. Uses: Review tax assessments or disallowances of refunds or grants that are under appeal. Users: Tax Appeals Branch staff, auditors, managers, lawyers and staff in other branches of the ministry. Individuals in Bank: Individuals filing a notice of appeal with the Tax Appeals Branch. Retention and Disposal: Six years, then destroyed; select files to archives. Precedent files retained until obsolete, then transferred to archives.

Tax Revenue and Grants Program - Objection Files

Location: Tax Appeals Branch. Legal Authority: Commercial Concentration Tax Act, R.S.O. 1990, c.C.16; Land Transfer Tax Act, R.S.O. 1990, c.L.6; Retail Sales Tax Act; R.S.O. 1990, c.R.31; Gasoline Tax Act, R.S.O. 1990, c.G.5; Fuel Tax Act, R.S.O. 1990, c.F.35; Corporations Tax Act, R.S.O. 1990, c.C.40; Tobacco Tax Act, R.S.O. 1990, c.T.10; Employer Health Tax Act, R.S.O. c.E.11; Mining Tax

Act, R.S.O. 1990, c.M.15; Race Tracks Tax Act, R.S.O. 1990, c.S.12; Small Business Development Corporations Act, R.S.O. 1990, c.S.12; Ontario Home Ownership Savings Plan Act, R.S.O. 1990, c.O.20; Employee Share Ownership Plan Act, R.S.O. 1990, c.E.10; Ontario Guaranteed Annual Income Act, R.S.O. 1990, c.O.17; Ontario Pensioners Property Tax Assistance Act, R.S.O. 1990, c.O.33. Information Maintained: Name, address, telephone number, account number, permit number, Old Age Security Number, Social Insurance Number, financial transactions, personal opinions, third-party references, legal opinions, correspondence and replies. Uses: Review tax assessments or disallowances of refunds or grants that are under objection. Users: Tax Appeals Branch staff, auditors, managers, lawyers and staff in other branches of the ministry. Individuals in Bank: Individuals filing a notice of objection with the Tax Appeals Branch. Retention and Disposal: Six years, then destroyed; select files to archives. Precedent files retained until obsolete, then transferred to archives.

Public Records

The Tax Revenue and Grants Program administers the following public records: Land Transfer Tax Affidavit, Small Business Development Corporations Register and the Ontario Investment and Employee Ownership Program Register.

The Property Tax Assessment Program collects and maintains a wide range of personal information. Much of the information is collected for public use and is a matter of public record. It is generally available through municipal or school board offices, regional offices or other sources. The "Property Assessment Public Information" record as described below is a subset of data from the Ontario Assessment System (OASYS) database.

Land Transfer Tax Affidavit

Purpose: Record all Affidavits of Residence and Value of the Consideration filed for any conveyance of land where a payment of tax has been made under the act directly to the Ministry of Revenue. Legal Authority: Land Transfer Tax Act, R.S.O. 1990, c.L.6, as amended. Information Maintained: Legal description of land, transferor's name, transferee's name, the residency status of the transferee, financial particulars and information regarding the allocation of the consideration passing for the conveyance. In addition, the following information may appear: information as to the nature of the land conveyed, information as to the nature of the conveyance, type of

instrument involved, address of the property conveyed, assessment roll number, mailing address for the Assessment Act purposes, registration number of the previous instrument dealing with the land conveyed, name and address of the transferee's solicitor.

Retrievability: Direct payment receipt number. Retention and Disposal: Not determined. Access Procedures:

Searches as to the information listed on the affidavit only may be requested in person, by mail or telephone by contacting the Land Transfer Tax Section, Motor Fuels and Tobacco Tax Branch, Ministry of Revenue, 33 King Street West, Oshawa, L1H 8H9, telephone: (416) 433-6361 or (416) 965-1774, ext. 6361 (Toronto line).

Small Business Development Corporations Register

Purpose: To permit the public access to basic information about corporations registered as SBDC.s. Legal

Authority: Small Business Development Corporations Act, R.S.O. 1990, c.S.12. Information Maintained:

Registration number, registration date, legal name, operating name, head office location, mailing address, type of corporation, authorized capital, names and titles of officers. Retrievability: Registration number or name of company. Retention and Disposal: Records are

retained for a total of 10 years after termination of program. Access Procedures: Information may be requested in person, by mail or telephone by contacting the Business Investment Plans Section, Ministry of Revenue, 33 King Street West, Oshawa, L1H 8H9, Telephone: (416) 965-8470 (Toronto Line) or 1-800-263-7965.

Ontario Investment and Employee Ownership Program Register

Purpose: To permit public access to basic information about corporations registered as Labour Sponsored Venture Capital Corporations. Legal Authority: Labour

Sponsored Venture Capital Corporations Act, 1992, s.2, 15(1)(c) and 8(c). Information Maintained: Registration

number, date and type of LSVCC registered, corporate legal and operating name; mailing address; name, title and phone number of each officer and director; date of revocation. Retrievability: Registration number or

company name. Access Procedure: Information may be requested in person or telephone by contacting the Business Investment Plans Section, 33King Street West, Oshawa, L1H 8H9, Telephone: (416) 965-8470 (Toronto Line) or 1-800-263-7965. Retention and Disposal:

Minimum 5 years.

Property Assessment Public Information

Purpose: Produce the assessment roll, compile a list of persons entitled to direct school taxes, compile an enumeration list for municipal elections. Legal Authority:

Assessment Act, R.S.O. 1990, c.A.31; Municipal Elections Act, R.S.O. 1990, c.M.53; Education Act, R.S.O. 1990, c.E.2. Information Maintained: Name,

assessment roll number, mailing address, property location, legal description of property, occupancy status, religion if Roman Catholic, school system supported,

property value for assessment purposes. Retrievability: Name, assessment roll number, property address or legal description of property. Retention and Disposal:

Destroyed when individual no longer has an ownership or tenancy interest in property. Access Procedures:

Primary custodians of this information are municipalities.

Requests for information should be referred to municipal clerks. Ministry of Revenue regional assessment offices will also respond to personal, telephone and written inquiries. Addresses are listed in the Government of Ontario Telephone Directory.

ROYAL ONTARIO MUSEUM

Head

Chairman of the Board
Royal Ontario Museum
100 Queen's Park
Toronto, Ontario
M5S 2C6
Telephone: (416) 586-5722

Access

Freedom of Information and Privacy Coordinator
Royal Ontario Museum
100 Queen's Park
Toronto, Ontario
M5S 2C6
Telephone: (416) 586-5639



A public reading room for the review of manuals and other information is open from 10:00 a.m. to 4:30 p.m., Tuesday to Friday, at 100 Queen's Park, Toronto.

Mandate

The Royal Ontario Museum (ROM) systematically collects and exhibits natural specimens, artifacts, documents and other materials, to make known to the public the natural history of Ontario, Canada and the world, and to make known to the public the history of mankind in all the ages. It conducts and publishes original scholarly research on those collections and the subjects represented by them, and interprets those collections and the results of that research to the public through galleries, special exhibitions, writing, teaching, lecturing, and the operation of the McLaughlin Planetarium.

Organization

The business affairs of the Royal Ontario Museum are controlled and directed by a Board of Trustees to whom the Director, as Chief Executive Officer, reports. The museum is organized into an executive office and six divisions.

Divisions

Board of Trustees and Executive

The Board of Trustees controls and directs the business affairs of the museum and provides direction to the Director. The board consists of 21 trustees, 15 of whom are appointed by the Lieutenant Governor in Council,

three of whom are elected by the museum membership, and three of whom are ex-officio members: the President and the Chairman of the Governing Council of the University of Toronto, and the Director of the museum. The Director is responsible for the overall management of the museum in conformance with direction from the Board of Trustees.

General Classes or Types of Records

Contain information relating to board and board committee meetings, museum policies, insurance, legal documents, and general administration, planning and management records.

Bylaws
Committees
Minutes

Manuals

An administrative procedures manual is available to all staff, and an orientation manual is provided to members of the Board of Trustees.

Policies and Procedures
Trustees' Orientation Manual

Personal Information Banks

Contain information on trustees and committee members of the museum and specific-use insurance files.

Drivers List

Location: Director's Office. Legal Authority: Royal Ontario Museum Act, R.S.O. 1990, c.R.35. Information Maintained: Name, address, driver's licence number. Uses: Record authorized users of museum vehicles for insurance purposes. Users: Senior administrative staff. Individuals in Bank: Employees whose duties may require them to operate museum vehicles. Retention and Disposal: Not determined.

Museum Trustees

Location: Board Office. Legal Authority: Royal Ontario Museum Act, R.S.O. 1990, c.R.35. Information Maintained: Name, address, employment, education, professional associations. Uses: Maintain a record of trustees of the museum. Users: Trustees and senior management. Individuals in Bank: Trustees, honorary trustees and subcommittee members. Retention and Disposal: Permanent.

Administration and Finance Division

The Administration and Finance Division is responsible for the maintenance and security of the building, the provision of office and computer services, the provision

of financial services including purchasing and the operation of the museum's publications department.

General Classes or Types of Records

Contain general administrative records as described in Chapter II of this directory.

Personal Information Banks

Contain administrative information on museum employees and volunteers.

Identity/Employee Card

Location: Security Administration Office. Legal Authority: Royal Ontario Museum Act, R.S.O. 1990, c.R.35. Information Maintained: Name, department, position, hours of authorized access, expiry date, photograph. Uses: Regulate access to museum premises. Users: Security staff. Individuals in Bank: Staff and volunteers issued with a pass. Retention and Disposal: Not determined.

Key Holders Distribution List

Location: Security Administration Office. Legal Authority: Royal Ontario Museum Act, R.S.O. 1990, c.R.35. Information Maintained: Name, department, keys issued, issue date, internal telephone number, signature of key holder. Uses: Record distribution of keys for security purposes. Users: Security administrative staff. Individuals in Bank: Employees issued with keys. Retention and Disposal: Not determined.

Payroll Information

Location: Finance Department. Legal Authority: Royal Ontario Museum Act, R.S.O. 1990, c.R.35. Information Maintained: Name, date of birth, address, payroll transactions, employee benefits and deductions, employee number. Uses: Issue pay cheques; prepare T-4s; generate management reports; record payroll/benefits transactions. Users: Finance department staff, Human Resources staff and senior management. Individuals in Bank: Museum employees. Retention and Disposal: Seven years after termination, then destroyed.

Travel/Expense Accounts

Location: Finance Department. Legal Authority: Royal Ontario Museum Act, R.S.O. 1990, c.R.35. Information Maintained: Name, Social Insurance Number, record of total expense account for fiscal year. Uses: Record advance account and expenditure totals. Users: Finance

Department staff. Individuals in Bank: Museum employees. Retention and Disposal: Seven years after fiscal year end, then destroyed.

Curatorial Division

The Curatorial Division is responsible for the acquisition of museum collections, the conservation and management of the collections, and for research on and study of those collections. The division is organized into three functional groups: Science Departments, Art and Archaeology Departments and Service Departments.

General Classes or Types of Records

Contain information that supports curatorial research.

Acquisition and Deaccessioning Records
Appraisals
Archives
Collection Management Records
Conservation
Risk Management Records
Scholarly Research

Personal Information Banks

Contain information on professional activities of employees within the division and donors to the museum.

Collections Donor List

Location: Registration Department. Legal Authority: Royal Ontario Museum Act, R.S.O. 1990, c.R.35. Information Maintained: Name, address, description of donation, appraisal of value (if tax receipt requested). Uses: Maintain record of donations to the museum; generate tax receipts; generate statistical reports. Users: Registration Department staff. Individuals in Bank: Persons who have donated or loaned artifacts or specimens to the museum. Retention and Disposal: Permanent.

Curatorial Staff Members' Professional Activities

Location: Office of the Associate Director, Curatorial's Office. Legal Authority: Royal Ontario Museum Act, R.S.O. 1990, c.R.35. Information Maintained: Name, rank upon appointment, present appointment status, date and place of birth, citizenship, marital status and spouse's name, number of children, education, history of professional activities, dates of promotion, salary. Uses: Maintain a record of curatorial staff to review for promotion; record biographical information; generate management reports. Users: Senior management, Board Curatorial Promotions Committee members. Individuals

in Bank: Employees in the Curatorial Division. Retention and Disposal: Until superseded, then destroyed.

Development and Membership Division

The Development and Membership Division is responsible for fundraising and the provision of membership services including regular mailings of newsletters and notices.

General Classes or Types of Records

Contain information relating to fundraising and membership, and revenue generating activities, for public relations and marketing, and for visitor services.

Communications Records
Fundraising Projects
Members' Newsletter
Shops' Operations

Personal Information Banks

Contain information about the museum's members and donors.

Donor List

Location: Development and Membership Office. Legal Authority: Royal Ontario Museum Act, R.S.O. 1990, c.R.35. Information Maintained: Name, address, amount of donation to the Royal Ontario Museum. Uses: Maintain record of donors to the museum; generate tax receipts; generate mailing lists. Users: Development and Membership staff, Finance Department staff. Individuals in Bank: Donors of funds to the Royal Ontario Museum. Retention and Disposal: Not determined.

Membership List

Location: Development and Membership Office. Legal Authority: Royal Ontario Museum Act, R.S.O. 1990, c.R.35. Information Maintained: Name, address, category of membership. Uses: Maintain record of museum members; generate mailing lists. Users: Development and Membership staff. Individuals in Bank: Royal Ontario Museum members. Retention and Disposal: Duration of membership, then destroyed.

Project Management Division

The Project Management Division is responsible for planning, building and evaluating galleries, and exhibitions.

General Classes or Types of Records

Contain information relating to overall planning and management of museum exhibits, displays and galleries.

Display Maintenance
Exhibit Designs and Specifications
Exhibitions Planning
Signage

Personal Information Banks

None

Human Resources Division

The Human Resources Division is responsible for providing direction for and the administration of all Personnel/Human Resources matters.

General Classes or Types of Records

Contain general administrative records as described in Chapter II of this directory, relating to personnel administration and human resource management.

Personal Information Banks

Contain information on museum employees.

Central Attendance Recording System

Location: Personnel Department. Legal Authority: Royal Ontario Museum Act, R.S.O. 1990, c.R.35. Information Maintained: Name, record of work attendance. Uses: Provide statistical reports on attendance; record absences. Users: Managers, personnel department employees. Individuals in Bank: Employees. Retention and Disposal: Variable up to two years, then destroyed or incorporated into employee personnel file.

Employment History and Payroll Information

Location: Personnel Department and Finance Department. Legal Authority: Royal Ontario Museum Act, R.S.O. 1990, c.R.35. Information Maintained: Name, address, work history, payroll transactions, employee benefit information, attendance records. Uses: Record employee's work history and payroll/benefit information. Users: Personnel staff, department heads, auditors. Individuals in Bank: Employees. Retention and Disposal: Not determined.

Grievances

Location: Personnel Department and individual departments. Legal Authority: Royal Ontario Museum Act, R.S.O. 1990, c.R.35. Information Maintained: Name, grievance, arbitration award. Uses: Comply with collective agreement process; document grievance process; generate management reports. Users: Personnel staff, senior managers. Individuals in Bank: Members of ROM bargaining unit. Retention and Disposal: Variable after conclusion of the grievance, then destroyed.

Job Competitions

Location: Personnel Department. Legal Authority: Royal Ontario Museum Act, R.S.O. 1990, c.R.35. Information Maintained: Name, address, application forms, resumes, job advertisement, screening information, appointment of successful candidate information. Uses: Document the hiring process; provide statistical data. Users: Personnel Department staff, department managers, auditors. Individuals in Bank: Applicants for ROM positions. Retention and Disposal: Maximum three months after competition, then destroyed.

Personal Information Banks

None

Medical Information (Personnel)

Location: Personnel Department/Human Resources Division. Legal Authority: Royal Ontario Museum Act, R.S.O. 1990, c.R.35; Occupational Health and Safety Act (OHSA), R.S.O. 1990, c.O.1. Information Maintained: Name, health records, reports, claims. Uses: Satisfy requirements of OHSA; verify health status; authorize leaves. Users: Personnel staff, managers, auditors, benefit carriers as required. Individuals in Bank: Employees. Retention and Disposal: Not determined.

Payroll, Personnel and Employee Benefits System

Location: Personnel/Finance Departments. Legal Authority: Royal Ontario Museum Act, R.S.O. 1990, c.R.35. Information Maintained: Name, date of birth, address, Social Insurance Number, pay level, benefit coverage, other basic employee information. Uses: Issue paycheques; prepare statistical reports; calculate pension contributions. Users: Managers; Personnel and Finance Department staffs; some information for relevant unions, insurance companies and banks involved in payroll and benefits system. Individuals in Bank: Employees. Retention and Disposal: Not determined.

Public Communication Division

The Public Communication Division is responsible for the provision of educational programs and outreach services. The division also operates the McLaughlin Planetarium.

General Classes or Types of Records

Contain information relating to the overall planning and management of the museum's public programs.

French Language Services

Museum Advisory Services

Planetarium Operations

ST. CLAIR COLLEGE OF APPLIED ARTS AND TECHNOLOGY

Head

Chair, Board of Governors
St. Clair College of Applied Arts and Technology
2000 Talbot Road West
Windsor, Ontario
N9A 6S4
Telephone: (519) 972-2702

Access

Freedom of Information and Privacy Coordinator
St. Clair College of Applied Arts and Technology
2000 Talbot Road West
Windsor, Ontario
N9A 6S4
Telephone: (519) 966-1656, ext. 220

A public reading room for the review of manuals and other information is open during regular office hours at the Main (South) Campus, Windsor.

Mandate

Serving the counties of Essex and Kent, St. Clair College provides career-oriented education and training geared to local employment requirements in the areas of applied arts, business, technology and trades, community and industrial services, health sciences, social services, general education, continuing education, adult training, upgrading and apprenticeship. St. Clair College is responsible for providing courses and programs of a type and level beyond or not suited to the secondary school setting. It meets the needs of secondary school graduates, adults and out-of-school youths. It is responsible for enhancing effectiveness in the workplace, the quality of life for students, and for meeting the relevant needs of the college's communities by developing partnerships in training with business and industry.

Organization

St. Clair College is governed by a Board of Governors with the college President as Chief Executive Officer. The college is organized into six sectors: Academic/Post-secondary, Access, Training Partnerships, Administration, Human Resources and Planning, and Thames Campus. The college provides programs, courses and services in Windsor, at the south (main) Campus, and Industrial Resource Centre, and the Youth Employment Counselling Centres (FUTURES), also in Windsor and in

Chatham, at the Thames Campus. Administrative headquarters are located in Windsor at the South Campus, Talbot Road.

General Classes or Types of Records

None

Personal Information Banks

None

Division

Board of Governors

The college is governed by a Board of Governors, which is appointed by the Ontario Council of Regents. The board consists of 12 appointed external members, four elected internal members and the President. The board is responsible for setting and controlling overall policy for St. Clair College, for the evaluation of the college's mission and direction, for setting of strategic corporate goals, and for the development and maintenance of appropriate corporate controls. The board has four standing committees: Academic and Student Affairs, Property and Finance, Strategic Planning and Development, and Audit.

General Classes or Types of Records

Contain information relating to the development of policy, the establishment of goals and objectives for the college and the general direction of college operations.

Board of Governors Awards

Building and Property - Original Documents
Bylaws
Contracts/Agreements and Leases
Minutes of the Board and Standing Committees

Manuals

Issues to governors and advisory committee members to provide information on policies and administrative procedures.

College Policy and Procedure

Governor's Handbook
Guidelines for Advisory Committee Members

Personal Information Banks

The following common personal information banks as described in chapter II of this directory are maintained.

Board of Governors Membership

President's Office

The President, as Chief Executive Officer, is appointed by and responsible to the Board of Governors and, with full authority, directs and manages the business and educational affairs of St. Clair College. The St. Clair College Alumni Association, Inc.; the Student Athletic Association; the St. Clair Colleges Student Representative Council, Inc. (Windsor Campus); and the Thames Students Inc. (Chatham Campus) are independent organizations that operate under the auspices of the college's Board of Governors. The following sector heads report to the president: the Vice President, Academic/Postsecondary; the executive dean, Access; the Vice President, Administration; the Executive Director, Human Resources and Planning; the Vice President, Training Partnerships; and the Principal, Thames Campus.

General Classes or Types of Records

Contain information relating to the management of the college, planning activities, minutes of the President's College Management Committee, as well as general administrative records as described in Chapter II of this directory.

Personal Information Banks

The following common personal information banks as described in Chapter II of this directory are maintained.

Board of Governors Membership

Academic/Postsecondary Sector

The Vice President, Academic/Postsecondary is responsible for developing and delivering academic programs in the following areas: business and commerce, applied arts, health sciences, engineering, technology and trades. This sector is also responsible for the corporate functions of program development and evaluation. The focus is on developing a strong core of academic expertise to ensure education quality, standards, research and development, and evaluation. The focus is on developing a strong core of academic expertise to ensure educational quality, standards, research and development with the postsecondary, part-time and general education areas.

General Classes or Types of Records

Contain operation records common to community colleges as described in Chapter II of this directory, relating to the development, delivery and evaluation of academic/postsecondary and international programs and

courses. Also contain information on the operation of the college's dining lounge, dental clinic and day care centre.

Manuals

Described academic rules, regulations, appeal procedures and provide information on programs and courses.

Academic Policies and Procedures

Student Complaint Procedure

Personal Information Banks

The following common personal information banks as described in Chapter II of this directory are maintained.

Day Care Registrants

Dental Clinic Patients

Student Appeals (disciplinary, administrative, academic)

Teacher Workload Records (Standard Workload Form)

Tests, Examinations and Assessments

Access Sector

The Executive Dean, Access is responsible for the development and administration of the following academic areas and services: the FUTURES Program, the Ontario Basic Skill Program, admissions, registrations, student financial aid and awards, academic resources, the Learning Centre, testing, basic skills, health services, student records, student housing, the students' administrative council and convocation at the South Campus (Windsor). The focus is on the needs of students who require unique support systems.

General Classes or Types of Records

Contain operational records common to community colleges as described in Chapter II of this directory, relating to the enrolment, registration and graduation of students and the provision of the student services listed above.

Personal Information Banks

The following common personal information banks as described in Chapter II of this directory are maintained.

FUTURES Program Applicants and Participants

Graduate and Alumni Records

Health and Medical Records

Library Users Lists

Ontario Basic Skills Program Trainees

Ontario Student Assistance Program

Scholarships and Awards
Student Applications
Student Counselling
Student Registration and Academic History
Tests, Examinations and Assessments Vocational
Testing and Counselling

Also contain information on student placements and accident reports.

Accident Report Records

Not available at press time. Please contact the college's Freedom of Information and Privacy Coordinator for information

Student Placement Records

Not available at press time. Please contact the college's Freedom of Information and Privacy Coordinator for information

Administration

The Vice President, Administration is responsible for developing and delivering financial services including budget planning and administration, accounting, audition and payroll. The sector is also responsible for the college's computer centre and services, scheduling, parking, plant and property (physical resources), fixed assets, purchasing, switchboard and other ancillary services such as the bookstore, printing, telecommunications systems and shipping/receiving. The focus is on creating a framework that permits and promotes flexibility, creativity, confidence and accountability.

General Classes or Types of Records

Contain general administration records as described in Chapter II of this directory.

Manuals

Contain policies, procedures and guidelines on operations, finance, payroll, property, plant and emergency procedures.

Budget Process Manual
Fixed Assets Inventory

Personal Information Banks

The following common personal information banks as described in Chapter II of this directory are maintained.

Employee Personnel, Payroll and Benefits Records
Parking Records
Travel/Expense Account

Human Resources and Planning

The Executive Directory, Human Resources and Planning is responsible for developing and delivering a full range of services and activities in the following areas: staff recruitment, training and development, workers compensation, operational review, freedom of information and protection of privacy, safety and security, staff benefits, labour relations, employment equity and affirmative action, strategic planning, athletics, policy and procedures, and the Student Athletic Association. This area is responsible for the ongoing development of the strategic plan and the strategic management process, which sets the direction and establishes the priorities for the future of the college. The focus is on creating a framework that permits and promotes synergy, individual growth, skill/task congruency and involvement.

General Classes or Types of Records

Contain human resource management records to community colleges as described in Chapter II of this directory. Also contain information relating to the development of policy and procedures, and the establishment of the college's goals and objectives.

Manual

Contain personnel policies, procedures and guidelines.

Benefit Guide
College Policy and Procedures Manual
Employment Equity Manual
Hiring Practice Handbook
Pay Equity Manual
Staff Training Workshop and Conference Files
Support Staff and Administrative Staff Classifications

Personal Information Banks

The following common personal information banks as described in Chapter II of this directory are maintained.

Employee Personnel, Benefits and Payroll Records (payroll portion maintained in the Administration Division)
Freedom of Information and Protection of Privacy Act Requests
Grievances and Applications

Professional Development
Teacher Workload Records (Standard Workload Form)
Student Athletics and Fitness Program
Workers' Compensation

Also contain information on staff medical records.

Staff Health/Medical Records

Not available at press time. Please contact the college's Freedom of Information and Privacy Coordinator for information.

Training Partnership Sector

The Vice President, Training Partnerships is responsible for development and delivering academic programs and allied services in the following areas: apprenticeship, part-time studies and Ministry of Skills Development program development. The Vice President administers student placement and is responsible for direct and indirect purchases and for the Centre for Manufacturing Specialization. The focus is on the needs of the industrial sector, which requires partnerships with education.

General Classes or Types of Records

Contain information on the development and delivery of college and government-sponsored programs listed above and general administration records as described in Chapter II of this directory.

Personal Information Banks

The following common personal information banks as described in Chapter II of this directory are maintained.

Ontario Training Incentive Program Trainees
Teacher Workload Records (Standard Workload Form)
Tests, Examinations and Assessments

Also contain information on student placements

Student Placement Records

Not available at press time. Please contact the college's Freedom of Information and Privacy Coordinator for information.

Thames Campus

The Principal, Thames Campus (Chatham) is responsible for developing and delivering academic programs in the following areas: applied arts, business and commerce, health services and engineering technology. The principal is responsible for the development and administration of the following services and activities: academic resources,

counselling, recruitment, health services, student records, FUTURES, YECC, EASL, student housing, student job placement, student government, scheduling and statistics, and convocation. The focus is on addressing the needs and the Chatham and area community within the philosophy of the organizational structure.

General Classes or Types of Records

Contain operation records common to community colleges as described in Chapter II of this directory, relating to the development, delivery and evaluation of academic/postsecondary and other programs and courses. Also contain records related to the enrolment, registration and graduation of students and the provision of students services.

Personal Information Banks

The following common personal information banks as described in Chapter II of this directory are maintained.

FUTURES Program Applicants and Participants
Graduate and Alumni Records
Health and Medical Records
Library Users Lists
Ontario Basic Skills Program Trainees
Ontario Student Assistance Program
Scholarships and Awards
Student Appeals (disciplinary, administrative, academic)
Student Applications
Student Counselling
Student Registration and Academic History
Teacher Workload Records (Standard Workload Form)
Tests, Examinations and Assessments

Also contain staff health and medical information and student placement records.

Staff Health and Medical Records

Not available at press time. Please contact the college's Freedom of Information and Privacy Coordinator for information.

Student Placement Records

Not available at press time. Please contact the college's Freedom of Information and Privacy Coordinator for information.

ST. LAWRENCE COLLEGE SAINT-LAURENT

Head

Chair, Board of Governors
St. Lawrence College Saint-Laurent
2288 Parkedale
Brockville, Ontario
K6V 5X3
Telephone: (613) 345-0660

Access

Freedom of Information and Privacy Coordinator
St. Lawrence College Saint-Laurent
2288 Parkedale Avenue
Brockville, Ontario
K6V 5X3
Telephone: (613) 345-0660



Public reading rooms for the review of manuals and other information are open during regular office hours at three campuses, which are located in Brockville, Cornwall and Kingston.

Mandate

St. Lawrence College Saint-Laurent responds to the educational and training needs of adult residents in the six-county area of Frontenac, Leeds, Grenville, Stormont, Dundas and Glengarry.

Organization

St. Lawrence College is governed by a Board of Governors and is organized into six divisions. Each of the three campuses - Brockville, Cornwall and Kingston is headed by a Principal who reports directly to the President. As well, the Vice Presidents of Finance, Human Resources and Educational Support Services report directly to the President. Administrative headquarters is located in Brockville.

Divisions

Board of Governors

The Board of Governors is appointed by the Ontario Council of Regents and is responsible for establishing college goals and policies and overseeing college operations. The Board has five standing committees: Community and Governance, Finance and Administrative Services, Human Resources, Student Affairs and Program

Planning, and the Audit Committee (which meets on an as required basis).

General Classes or Types of Records

Contain information relating to the development of policy, the establishment of goals and objectives, and the general direction of college operations.

Bylaws

Minutes of Board and Standing Committees

Personal Information Banks

None

President's Office

Appointed by and responsible to the Board of Governors, the President is the Chief Executive Officer responsible for managing the college's business affairs. The Office of the President provides administrative support to the Board of Governors and President, and directs strategic planning activities and operational reviews.

General Classes or Types of Records

Contain information relating to the management of the college, as well as general administrative records, as described in Chapter II of this directory.

Advisory Committee Guidelines

Bylaws

Minutes - College Management Committee

Policies

Personal Information Banks

Board of Governors' Awards Recipients

Board of Governors' Membership

Academic

The three academic divisions are responsible for all academic functions of the college. These divisions also administer government-sponsored employment and skills/academic upgrading programs such as Ontario Basic Skills and FUTURES, Ontario Skills Development Office and the Ontario Skills Incentive Fund. The college has three campuses, which are located in Brockville, Cornwall and Kingston. Each campus is administered by a Principal with each department headed by a chair/manager.

General Classes or Types of Records

Contain operational records common to community colleges relating to the development and delivery of academic programs and corporate management and development as well as general administrative records as described in Chapter II of this directory.

Skills Program
Trades Updating Programs

Manuals

Described academic rules, regulations, appeal procedures, and provide information on programs and courses.

Academic Policy Manuals
Advisory Committee Guidelines

Personal Information Banks

The following common personal information banks as described in Chapter II of this directory are maintained.

Co-op, Work Term, Final Job Placements
Day Care Registrants
FUTURES Program Applicants and Participants
Ontario Basic Skills Program Trainees
Ontario Training Incentive Program Trainees
Student Counselling
Teacher Workload Records (Standard Workload Form)
Tests, Examinations and Assessments
Vocational Testing and Counselling

Special Needs Service Profiles

Location: Special Needs Counsellor's Office, each campus. Legal Authority: Ministry of Colleges and Universities Act, R.S.O. 1990, c.M.19. Information Maintained: Special Needs Profile, including: Name, address, date of birth, medical and psychosocial data, nature of special needs, assistive devices required, diagnostic treatment records. Uses: Assess special needs and determine accommodations and educational strategies for students; prepare statistical reports and referrals. Users: Special Needs Counsellors. Individuals in Bank: Students with special needs - physical, sensory, learning, psychiatric or developmental. Policies and Practices - Storage: Paper, computer. Retrievability: Name. Access Controls: Locked cabinets, computer password. Retention and Disposal: Not determined; by shredding and deleting from computer. Official Responsible: Special Needs Counsellor, each campus.

Educational Support Services

The following managers/directors report to the Vice President, Educational Support Services: Marketing, Physical Resources, Computer and Telecommunications Services, Learning Resources Student Services and Registrar.

General Classes or Types of Records

Contain operational records common to community colleges as described in Chapter II of this directory relating to enrolment and registration records, student services records, records relating to outreach programs including international training and development projects, and records relating to ancillary services including the operations of the bookstore, cafeteria and fitness facilities.

Personal Information Banks

The following common personal information banks as described in Chapter II of this directory are maintained.

Graduate and Alumni Records
Health and Medical Records
Library Users Lists
Ontario Student Assistance Program
Scholarships and Awards
Student Athletics and Fitness Programs
Student Appeals (disciplinary, administrative, academic)
Student Applications
Student Registration and Academic History

In addition to the common personal information banks as described in Chapter II of this directory, the following are maintained.

Graduate Student Questionnaires

Location: Student Services - Placement. Legal Authority: Ministry of Colleges and Universities Act, R.S.O. 1990, c.M.19. Information Maintained: Name, address, post-graduate employment history. Uses: Compile statistical information for program evaluation; report to Ontario College Information System per Ministry of Colleges and Universities requirement. Users: Placement staff, academic departments, Planning staff. Individuals in Bank: All college graduates. Policies and Practices - Storage: Paper, computer. Retrievability: Program, location and division. Access Controls: Locked cabinets, computer password and access controls. Retention and Disposal: Three years after graduation of student, then destroyed. Official Responsible: Director, Student Services.

Resources/Development, Fundraising Files

Location: Alumni/Development Office. Legal Authority: Ministry of Colleges and Universities Act, R.S.O. 1990, c.M.19; R.R.O. 1980, Reg. 640. Types of Information Maintained: Donor's name, address, telephone number, campaign donated to and amount of donation. Uses:

Keep track of donations made to various campaigns.
Users: Resources Development, Financial Aid and Accounting staff. Individuals in Bank: Donors to the college. Policies and Practices - Storage: Paper, computer. Retrievability: Name of fundraising campaign. Access Controls: Locked office when not in use. Retention and Disposal: Not determined. Official Responsible: Alumni Development Officer, Kingston.

Personal Information Banks
Payroll Information
Travel and Expense Accounts

Human Resources

The Vice President, Human Resources, is responsible for the college human resources plan which includes the coordination of staff retirement, promotions, transfers and terminations, the maintenance of employee records, training and development, succession and career planning, the interpretation and implementation of the collective agreements, grievance procedures and pay equity, and occupational health and safety.

General Classes or Types of Records

Contain information relating to the management of human resources as described in Chapter II of this directory.

Personal Information Banks

The following common personal information banks as described in Chapter II of this directory are maintained.

Career Planning/Training
Employee Personnel, Payroll and Benefits Records
(personnel and benefits records only)
Employment Equity Program
Grievances and Applications
Job Competitions and Applications
Medical Information (Personnel)
Ombudsman/Human Rights Commission
Professional Development
Workers' Compensation

Financial Services

The Vice President, Financial Services is responsible for budget administration, accounting, auditing and planning support. The department also provides purchasing and payroll services and shipping/receiving services to the organization.

General Classes or Types of Records

Contain financial information records as described in Chapter II of this directory.

SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY

Head

Chair, Board of Governors
Sault College of Applied Arts and Technology
P.O. Box 60
443 Northern Avenue
Sault Ste. Marie, Ontario
P6A 5L3
Telephone: (705) 759-6774

Access

Freedom of Information and Privacy Coordinator
Sault College of Applied Arts and Technology
P.O. Box 60
443 Northern Avenue
Sault Ste. Marie, Ontario
P6A 5L3
Telephone: (705) 759-6774



A public reading room for the review of manuals and other information is open during regular office hours in the library, 443 Northern Avenue, Sault Ste. Marie.

Mandate

The mission of Sault College is to meet the educational needs of adults in the District of Algoma through career-oriented programs and courses at the certificate and diploma levels that provide the knowledge and skill for immediate employment in the career area of study.

Organization

Sault College is governed by a Board of Governors and is organized into three divisions: Academic, Administrative Services, and Human Resources and Student Services. Head office is located in Sault Ste. Marie with satellite campuses in Elliot Lake and Wawa.

Divisions

Board of Governors

The Board of Governors, appointed by the Council of Regents, establishes college goals and policies, oversees college operations and evaluates program results. Standing committees of the board are Building and Finance, Audit, Academic and Staff Relations.

General Classes or Types of Records

Contain information relating to the development of policy, the establishment of goals and objectives for the college, and the general direction of college operations.

Bylaws

Minutes of Board and Standing Committees

Personal Information Banks

None

Office of the President

Appointed by and responsible to the Board of Governors, the President manages the business affairs of the college. Internal Audit reports to the President.

General Classes or Types of Records

Contain information on the management of the college, internal audit, and the provision of information to the public on college affairs.

Personal Information Banks

The following common personal information bank as described in Chapter II of this directory is maintained.

Board of Governors Membership

Academic Division

The division is responsible for developing and delivering educational programs in the following areas: engineering, business, hospitality, health sciences, technical trades, arts, sciences and natural resources, and human sciences. The division also provides day care, library, academic services, labour market liaison, educational productions and information services and administers provincial/federal programs. The division is organized into 10 departments.

General Classes or Types of Records

Contain operational records common to community colleges and general administration records as described in Chapter II of this directory, relating to the development and delivery of academic programs, the operation of ancillary services listed above and the delivery of government-sponsored programs.

Personal Information Banks

The following common personal information banks as described in Chapter II of this directory are maintained.

Day Care Registrants

FUTURES Program Applicants and Participants

Library Users Lists

Ontario Basic Skills Program Trainees

Ontario Training Incentive Program Trainees
Student Appeals (disciplinary, administrative, academic)
Tests, Examinations and Assessments

Administrative Services Division

Headed by the Vice President of Administrative Services, this division provides administrative support functions for the college. Reporting to the Vice President are the following departments: Physical Resources, Accounting and Payroll, Purchasing, Information Technology, and Budget and Operations Review.

General Classes or Types of Records

Contain operational records common to community colleges relating to general financial records and general administration records as described in Chapter II of this directory.

Personal Information Banks

None

Human Resources and Student Services Division

Headed by the Vice President, this division provides a variety of administrative support functions in two broad areas: student services and human resources. Student services include admissions and records, alumni records, marketing and recruitment, placement, counselling and career services, athletics, student residence, health services, student government, food services and secondary school liaison. Human resource services include employee relations and professional development. The division is organized into 10 departments.

General Classes or Types of Records

Contain operational records common to community colleges and general administration records as described in Chapter II of this directory, relating to the provision of student services listed above, as well as information relating to the college's human resources management functions.

Manuals

Issued to students to assist in program selection.

Calendar
Careerpaths
Student Handbook

Personal Information Banks

The following common personal information banks as described in Chapter II of this directory are maintained.

Co-op, Work Term, Final Job Placements
Employee Personnel, Payroll and Benefits Records
Graduate and Alumni Records
Health and Medical Records
Job Competitions and Applications
Ombudsman/Human Rights Commission
Ontario Student Assistance Program
Professional Development
Scholarships and Awards
Student Appeals
Student Athletics and Fitness Programs
Student Applications
Student Counselling
Student Registration and Academic History
Teacher Workload Records (Standard Workload Form)
Vocational Testing and Counselling

Also contain information about student emergency loans, Students Assist Students Program, and students with special needs.

Student Emergency Loans

Location: Financial Aid Office. Legal Authority: Ministry of Colleges and Universities Act, R.S.O. 1990, c.M.19. Information Maintained: Name, student number, Social Insurance Number, address, telephone number, program, age, marital status, OHIP number, driver's licence number, birth certificate number, bank account number, credit card number, income and assets of applicant, parents, sponsors and spouse, expenses. Uses: Determine eligibility for a short-term emergency loan. Users: Financial Aid and Accounting Office staff. Individuals in Bank: Students seeking financial assistance. Retention and Disposal: Ten years, then destroyed.

Students Assist Students Program

Location: Special Needs Office. Legal Authority: Ministry of Colleges and Universities Act, R.S.O. 1990, c.M.19. Information Maintained: Name, address, telephone number of assistants and students, program, courses and schedule, nature of assistance required. Uses: Arrange assistance for student requests. Users: Special Needs staff. Individuals in Bank: Students with special needs, assistants. Retention and Disposal: Not determined.

Students with Special Needs

Location: Special Needs Office. Legal Authority:

Ministry of Colleges and Universities Act, R.S.O. 1990,

c.M.19. Information Maintained: Name, address,

telephone number, intake data, diagnostic information,

assessment of accommodation needs, correspondence.

Uses: Assess accommodation needs; make referrals;

prepare statistical reports. Users: Special Needs staff.

Individuals in Bank: Students with special needs --

physical learning, sensory, developmental, psychiatric or

multiple impairments. Retention and Disposal: Three

years after leaving the college, then destroyed.

SENECA COLLEGE OF APPLIED ARTS AND TECHNOLOGY

Head

Chair, Board of Governors
Seneca College of Applied Arts and Technology
1750 Finch Avenue East
North York, Ontario
M2J 2X5
Telephone: (416) 491-5050, ext. 2002

Access

Freedom of Information and Privacy Co-ordinator
Seneca College, Newnham Campus
1750 Finch Avenue East,
North York, Ontario
M2J 2X5
Telephone: (416) 491-5050, ext. 2707

Public reading rooms for the review of manuals and other information are open during regular office hours at the Newnham Campus (North York) and the King Campus (King City) Learning Resource Centres.

Mandate

Seneca College is responsible for providing courses of types and levels beyond or not suited to the secondary school setting, meeting the needs of graduates from secondary schools seeking an alternative to university, meeting the educational needs of adults and out-of-school youth whether or not they are secondary school graduates, enhancing effectiveness in the workplace and quality of life for students, and meeting the relevant needs of the college's communities.

Organization

The College is governed by a Board of Governors and organized into six areas encompassing 20 campuses and office locations. The areas consist of: the Office of the President; Vice President of Academic and Post-Secondary Education; Vice President Corporate Training and Community Education; Vice President of Human Resources and Strategic Planning; Vice President of Student Services; and the Office of the Comptroller/Superintendent of Administrative Services.

Divisions

Board of Governors

The Board of Governors is comprised of Council of Regents appointees, municipal appointees and elected representatives of students and employees of the college. There are three subcommittees: Plant and Property, Human Resources, and Student and Academic Affairs.

General Classes or Types of Records

College Goals and Policies
Bylaws
Minutes of Board and Subcommittees

Personal Information Banks

None

Office of the President

The Office of the President provides management and direction for both the academic and administrative affairs of the college, provides administrative support to the Board of Governors and the President, enhances government relations, organizes corporate fundraising and directs college marketing.

General Classes or Types of Records

Contains information relating to the management of the college, the coordination of fundraising activities and relations with the provincial and federal governments.

Manuals

Issued to staff and contain information on policies, procedures and guidelines relating to college operations.

College Policy, Procedure and Guidelines

Personal Information Banks

The following common personal information bank as described in Chapter II of this directory is maintained.

Board of Governors Membership

Vice President, Academic Post-Secondary Education

The area provides the overall planning, organization, direction, standards, content and delivery of all college academic activities. It is broken down into the following four major Faculties of study, with several Schools in each respective Faculty and a separate area for York Region. Faculty of Business, which includes School of International Business, School of Accounting and Finance, School of Business Administration, and School of Computer Studies. Faculty of Applied Arts and Health Sciences, which includes School of Legal and Public

Management, School of Community Services, School of Fashion, School of Health Sciences, and School of Communication Arts. Faculty of Applied Science and Engineering Technology, which includes School of Civil Resources Technology, School of Mechanical Technology, School of Electronics and Computer Technology, School of Aviation and Flight Technology, and School of Biological Sciences and Applied Chemistry. Faculty of General Education, which includes School of Liberal Studies, School of English Studies and College Theatres/Planetarium. York Region, which includes, School of Tourism, Hospitality and Recreation, the Management Development Centre and the Centre for Educational Effectiveness.

General Classes or Types of Records

Contain operational records common to community colleges as described in Chapter II of this directory, relating to the development and delivery of academic programs and ancillary operations in the Management Development Centre, College Theatres/Planetarium and Centre for Organizational Effectiveness.

Manuals

Containing information on academic policies and procedures, and guidelines.

Personal Information Banks

The following common personal information banks as described in Chapter II of this directory are maintained.

Dental Clinic Patients
Divisional Student Files
Teacher Workload Records (Standard Workload Form)
Tests, Examinations and Assessments

Vice President, Corporate Training and Community Education

The area provides the overall planning, organization, direction, standards, content and delivery for those activities offered to adult, business and labour communities whose students study principally on a part-time basis. There are seven areas reporting to this position, they are Access Services; Government Liaison, English Language Institute; International Development, Development Trade and Apprenticeship Studies; Continuing Education, and Business and Industrial Training, which plans and administers Ontario Skills Development and Real Estate/Insurance Programs.

General Classes or Types of Records

Contain operational records common to community colleges relating to the development and delivery of academic programs and non-academic services to part time students, business and industry as described in Chapter II of this directory.

Manuals

Contain policies and procedures relating to divisional academic and non-academic functions.

Administrative Policy, Procedures and Guidelines
Divisional Academic Policy, Procedures and Guidelines

Personal Information Banks

The following common personal information banks as described in Chapter II of this directory are maintained.

FUTURES Program Applicants and Participants
Ontario Basic Skills Program Trainees
Ontario Training Incentive Program Trainees
Part-Time Student Tests, Examinations and Assessments

Vice President, Human Resources and Strategic Planning

This area provides the overall service and administration of collective agreements; planning and development for all college human resources; and for the development, implementation and administration of the college strategic plan. The area consists of Education and Employment Equity, Employee Relations and Human Resource Planning, and Professional Development.

General Classes or Types of Records

Personnel Policy and Procedures
Professional Development Program Offerings
Strategic Plan

Personal Information Banks

The following common personal information banks as described in Chapter II of this directory are maintained.

Discrimination and Harassment Complaints
Employee Personnel, Payroll and Benefit Records
Job Applications and Competitions
Professional Development
Workers' Compensation

Vice President, Student Services

This area provides the overall planning and administration of student services. The area consists of

the College Registrar; Coaching Techniques and Community Recreation Programs; Athletics, Recreation and Student Life; College Resource Centres; Liaison and Program Marketing; Student Advisement and Counselling; Placement and Cooperative Education; and College Bookstores.

General Classes or Types of Records

Contains operational records common to community colleges relating to general administration of records and ancillary operations as described in Chapter II of this directory.

Personal Information Banks

The following common personal information banks as described in Chapter II are maintained.

Health and Medical Records
Scholarships and Awards
Student Applications
Student Athletics and Fitness Programs
Student Registration and Academic History
Student Tests, Examinations and Assessments

Comptroller/Superintendent Administrative Services

The area provides overall administrative services for the college. It includes three main areas with the following departments reporting to each: College Services, which includes Transportation, Printing, Mail and Stationary; Security; and Plant and Property. Computer Services, which includes Computer Operations, Information Systems, and Telecommunications. Financial Services, which includes Accounts Payable, Payroll, Cash Office, Budget, General Accounting, Internal Auditing and Purchasing.

General Classes or Types of Records

Contains general administration records as described in Chapter II of this directory.

Personal Information Banks

Parking Records (all campuses)
Payroll Records
Payroll-Related Personnel and Benefits Records

SHERIDAN COLLEGE OF APPLIED ARTS AND TECHNOLOGY

Head

Chair, Board of Governors
Sheridan College of Applied Arts and Technology
1430 Trafalgar Road
Oakville, Ontario
L6H 2L1
Telephone: (416) 845-9430

Access

Freedom of Information and Privacy Coordinator
Sheridan College of Applied Arts and Technology
1430 Trafalgar Road
Oakville, Ontario
L6H 2L1
Telephone: (416) 845-9430, ext. 2222



A public reading room for the review of manuals and other information is open during regular library hours at the Main Library, Oakville Campus, 1430 Trafalgar Road, Oakville, and at the Library, Brampton Campus, McLaughlin Road, Brampton.

Mandate

Sheridan College will meet the growing and diverse educational needs of our communities through the provision of flexible and innovative learning opportunities, enabling students and employees to build productive careers and to excel in a changing society.

In achieving this mission Sheridan College commits itself to the service values explicit in our Assurance of Commitment and Performance.

Organization

Sheridan College is governed by a 17-member Board of Governors, which includes four members from the college's constituent groups (faculty, staff, student, administration), and the college President as an ex-officio member. Reporting to the President are four major divisions (Academic, Administration and Finance, Community and Government Services, Student Services) and two support areas (Communications and Marketing, Human Resources). The college operates eight campuses in Brampton, Burlington, Milton, Mississauga and Oakville, with college administrative headquarters in Oakville.

Division

Board of Governors

The Board of Governors, appointed by the Council of Regents and the local municipality, establishes college goals and policies, and oversees college operations. The board has established three standing committees: Administration and Finance, Academic/Operations and Student/Staff Affairs.

General Classes or Types of Records

Contain information relating to the development of policy, the establishment of goals and objectives for the college, and the general direction of college operations.

Bylaws

Minutes of Board and Standing Committees

Policies

Personal Information Banks

The following personal information bank as described in Chapter II of this directory is maintained.

Board of Governors Membership

President's Office

Appointed by and responsible to the Board of Governors, the President is Chief Executive Officer with full authority to manage and direct the business and academic affairs of the college.

General Classes or Types of Records

Contain information on the management of the college, the provision of information to the public on college affairs, college planning and research, the management of human resources and the college's operational review, and employment equity programs.

Labour Market Studies

Learning Materials Royalties and Licences

Research and Development Project Files

Manuals

Issued to college administrators, faculty and staff, and providing policy and procedures information and guidelines.

Developing Printed Materials: An Author's Guide
Guide to Proposal Preparation

Professional Development Leave for Administrators:
Policies and Procedures

Personal Information Banks

The following common personal information banks as described in Chapter II of this directory are maintained.

Employee Personnel, Payroll and Benefits Records
Freedom of Information and Protection of Privacy Act Requests
Job Competitions and Applications
Ombudsman/Human Rights Commission
Professional Development
Teacher Workload Records (Standard Workload Forms)
Workers' Compensation

Academic Division

The Vice President, Academic is responsible for programs offered through Co-operative Education and Employment Preparation; and for full-time post-secondary programs in the following faculties: Science and Technology, Health Sciences and Applied Arts, Visual Arts and Design, Creative Arts, Business. Each faculty is administered by a Dean. The division operates day care centres, the Sports Injury Clinic, a student newspaper, a performance theatre, and the Esthetician Clinic.

General Classes or Types of Records

Contain operational records common to community colleges as described in Chapter II of this directory, relating to the development and delivery of academic programs. Also contain information on the in-house training program for continuing education instructors.

Teacher Training Program Files

Personal Information Banks

The following common personal information banks as described in Chapter II of this directory are maintained.

Co-op, Work Term, Final Job Placement
Day Care Registrants
Tests, Examinations and Assessments

Also contain information relating to clients of the Sports Injury Clinic, Esthetician Clinic and Theatre Sheridan.

Esthetician Clinic Clients

Location: Esthetician Clinic. Legal authority: Ministry of Colleges and Universities Act, R.S.O. 1990, c.M.19, s.5; R.R.O. 1980, Reg. 640. Information Maintained: Name, address, telephone number, general health information, name of family physician. Uses: Background for

treatment of Esthetician Clinic clients. Users: Program staff and students. Individuals in Bank: Clinic clients. Retention and Disposal: Three years, then shred.

Sports Injury Clinic Patients

Location: Sports Injury Clinic. Legal Authority: Ministry of Colleges and Universities Act, R.S.O. 1990, c.M.19, s.5; Health Disciplines Act, R.S.O. 1990, c.M.4. Information Maintained: Name, address, telephone number, OHIP number, referring physician, sport, record of injury/surgery, assessment of injury, treatment program. Uses: Treat clinic patients; maintain a record of treatment performed. Users: Clinic staff. Individuals in Bank: Patients. Retention and Disposal: Twenty years, then shred.

Theatre Sheridan Patrons

Location: Box office. Legal Authority: Ministry of Colleges and Universities Act, R.S.O. 1990, c.M.19, s.5; R.R.O. 1980, Reg. 640. Information Maintained: Name, address, telephone number. Uses: Inform patrons of theatre productions and mail season tickets. Users: Staff. Individuals in Bank: Theatre Sheridan patrons. Retention and Disposal: Six year, then shred.

Administration and Finance Division

The Vice President, Administration and Finance is responsible for physical plant, accounting services, audit, payrolls, telecommunications, computing and technical services and ancillary operations including college bookstores, cafeterias and a student residence. Also acts as Secretary to the Board of Governors.

General Classes or Types of Records

Contain operational records common to community colleges relating to the operation of the ancillary services listed above, and general administrative records as described in Chapter II of this directory.

Manuals

Issued to administrative staff and containing college administrative policies and procedures.

Sheridan College Policy Manual for Administration

Personal Information Banks

The following common personal information bank as described in Chapter II of this directory is maintained.

Parking Records

Community and Government Services

The Vice President, Community and Government Services is responsible for part-time programs offered through Continuing Education and administers contract training programs as well as a variety of skills development programs including Canadian Job Strategy, Ontario Skills Development, Ontario Basic Skills, FUTURES, academic upgrading and English as a Second Language. This division maintains relations and contacts with Ontario and other governments and is responsible for Outreach (international) projects.

General Classes or Types of Records

Contain operational records common to community colleges as described in Chapter II of this directory, relating to government relations and the delivery of government-sponsored programs.

Personal Information Banks

The following common personal information banks as described in Chapter II of this directory are maintained.

FUTURES Program Applicants and Participants
 Ontario Basic Skills Program Trainees
 Ontario Training Incentive Program Trainees

Student Services Division

The Director, Student Services is responsible for athletics, counselling, financial aid for students, health services, housing, learning resources, registration and student government.

General Classes or Types of Records

Contain information common to community colleges as described in Chapter II of this directory, relating to the provision of student services, learning resources and the enrolment and registration of students.

Manuals

Issued to post-secondary students to provide information on academic policies, rules and regulations, and college services.

Student Handbook

Personal Information Banks

The following common personal information banks as described in Chapter II of this directory are maintained.

Graduate and Alumni Records
 Health and Medical Records

Library Users Lists

Ontario Student Assistance Program
 Student Appeals (disciplinary, administrative, academic)
 Student Applications
 Student Athletics and Fitness Programs
 Student Counselling
 Student Registration and Academic History
 Vocational Testing and Counselling

SIR SANDFORD FLEMING COLLEGE OF APPLIED ARTS AND TECHNOLOGY

Head

Chair, Board of Governors
Sir Sandford Fleming College of Applied Arts and
Technology
Brealey Drive
Peterborough, Ontario
K9J 7B1
Telephone: (705) 749-5530

Access

Freedom of Information and Privacy Coordinator
Sir Sandford Fleming College
Brealey Drive
Peterborough, Ontario
K9J 7B1
Telephone: (705) 749-5512



A public reading room for the review of manuals and other information is open during regular office hours at Brealey Drive, Peterborough.

Mandate

The college's responsibility is to provide a comprehensive learning environment designed to meet and accommodate the diverse needs of students from across Canada, with the primary area of service being Northumberland, Haliburton, Peterborough, and Victoria Counties. The college provides education and training emphasizing vocational and avocational subjects for secondary school graduates and mature students.

Organization

The college is governed by a 17-member Board of Governors, which includes the college's President as an ex-officio member and Secretary-Treasurer. The college is organized under the President supported by four senior officers: Vice President, Academic; Executive Director, Student and Staff Development; Executive Director, Finance and Educational Resources; Executive Director, Marketing and Institutional Development. The college has four major campuses, located in Peterborough, Cobourg, Lindsay and Haliburton and six additional buildings -- three in Peterborough and three in Lindsay.

Divisions

Board of Governors

The Board of Governors is appointed by the Council of Regents and establishes college policies and provides corporate direction. The board is organized into five standing committees: Executive, Finance and Property, Academic and Student Affairs, Audit and Operational Review.

General Classes or Types of Records

Contain information relating to the development of policy, the establishment of goals and objectives for the college, and the general direction of college operations.

Bylaws

Minutes of Board and Standing Committees
Policies

Personal Information Banks

None

President's Office

Appointed by and responsible to the Board of Governors, the President is the Chief Executive Officer responsible for managing the business affairs of the college. The President's Office provides administrative support to the Board of Governors and the President, and directs strategic planning activities and operational reviews.

General Classes or Types of Records

Contain information on the management of the college, the provision of information to the public on college affairs and the college's Employment and Education Equity Program.

Minutes of President's Executive Committee

Manuals

Issued to college management personnel and contain procedures for general administration, educational activities, human resources and standard organizational functions.

College Policy Manual

Personal Information Banks

The following common personal information bank as described in Chapter II of this directory is maintained.

Board of Governors Membership

Academic

The Vice President, Academic, who is also the Senior Academic Officer and Senior Adult Training Officer, is responsible for all academic affairs including planning, development, delivery and evaluation of full- and part-time programs in the Schools of Applied Arts and Health, Business, Access and Part-Time Studies, Natural Resources, and Technology and Law. Each School is administered by a Dean. The Schools are located at the two main campus locations - the Sutherland Campus, Peterborough; and the Frost Campus, Lindsay.

General Classes or Types of Records

Contain operational records common to community colleges relating to the development and delivery of academic programs, and the provision of student services, as well as general administrative records, described in Chapter II of this directory.

Personal Information Banks

The following common personal information banks as described in Chapter II of this directory are maintained.

Co-op, Work Term, Final Job Placements
Day Care Registrants
FUTURES Program Applicants and Participants
Innovation Centre Clients, Registrants and Users
Ontario Basic Skills Program Trainees
Ontario Training Incentive Program Trainees
Professional Development
Student Athletics and Fitness Programs
Student Counselling
Student Registration and Academic History
Teacher Workload Records (Standard Workload Form)
Tests, Examinations and Assessments
Vocational Testing and Counselling

Student and Staff Development

This area has responsibility for providing a full range of services to students including admissions, registrations, placement, counselling, financial aid, awards, bursaries, and student life. In addition, the division provides services to staff in the areas of employment equity, personnel services, professional development and freedom of information.

General Classes or Types of Records

Contain operational records common to community colleges relating to the provision of student services,

student enrolment and registration, and human resources management functions, as well as general administrative records, as described in Chapter II of this directory.

Personal Information Banks

The following common personal information banks as described in Chapter II of this directory are maintained.

Co-op, Work Term, Final Job Placements
Employee Personnel, Payroll and Benefits Records
Freedom of Information and Protection of Privacy Act Requests
Graduate and Alumni Records
Health and Medical Records
Job Competitions and Applications
Ombudsman/Human Rights Commission
Ontario Student Assistance Program
Professional Development
Scholarships and Awards
Student Appeals (disciplinary, administrative, academic)
Student Applications
Student Athletics and Fitness Programs
Student Counselling
Student Registration and Academic History
Teacher Workload Records (Standard Workload Form)
Vocational Testing and Counselling
Workers' Compensation

Finance and Educational Resources

This area provides financial services including budget administration, accounting, auditing and planning support. The division is also responsible for the college's Administrative Computer Services, the Management Information System, Physical Resources, Educational Resources, Purchasing, and other ancillary services such as Bookstore, Printing, Telecommunication System, Shipping and Receiving.

General Classes or Types of Records

Contain general administration records as described in Chapter II of this directory.

Personal Information Banks

Employee Personnel, Payroll and Benefits Records
(Payroll and Benefits Records only)
Graduate and Alumni Records
Library Users List
Parking Records
Student Registration and Academic History

Marketing and Institutional Development

This area has responsibility for internal and external communications, publications, media relations, advertising, graphics, program review/development, research, analysis, alumni, government outreach, fundraising and international brokering.

General Classes or Types of Records

Contain information relating to the college's marketing and institutional development functions, as described in Chapter II of this directory.

Personal Information Banks

The following common personal information bank as described in Chapter II of this directory is maintained.

Graduate and Alumni Records

MINISTRY OF SKILLS DEVELOPMENT

Head

Minister of Skills Development
6th Floor, Mowat Block
900 Bat Street
Toronto, Ontario
M5S 1P7
Telephone: (416) 325-4100

Access

Freedom of Information and Privacy Co-ordinator
Information Technology Management
Ministry of Skills Development
5th Floor, 625 Church Street
Toronto, Ontario
M4Y 2E8
Telephone: (416) 326-5688



A public reading room for the review of manuals and other information is open during regular office hours on the 11th floor at 101 Bloor Street West, Toronto. Arrangement should be made with the Freedom of Information and Privacy Co-ordinator prior to arrival.

Mandate

To stimulate and support the training and development of employed workers in Ontario.

Organization

The ministry's head office is in Toronto. It is organized into two divisions. Ministry programs are administered and the public served from head office and 27 field offices.

Divisions

Office of the Deputy Minister

Provides support to the Minister and Deputy Minister in matters relating to programs and policies of the ministry.

General Classes or Types of Records

Contain general administrative and operational information as described in Chapter II of this directory.

Personal Information Banks

None

Communications and Marketing Branch

The Communications and Marketing Branch informs the public, stakeholders, client groups and the media about the ministry's policies and programs and advises the Minister, Deputy Minister and senior management on corporate and program communications and marketing. Activities include planning, organizing events, client liaison, coordination and production of displays, audio-visual and print material, advertising, speeches, marketing and advertising campaigns, news releases, media relations and distribution services.

General Classes or Types of Records

Contain information on the development and implementation of communication and marketing strategies, including documentation on media liaison, public enquiry correspondence, news releases, speeches, ministry publications and mailing lists.

Communications Plans

Program Publication Files

Supplier/Information

Finance and Administration Division

This division develops, maintains and implements effective accountability and comptrollership functions, audit programs and procedures. It also provides financial, budgeting, human resources, office services, administrative support and information technology to the ministry. This division comprises the Audit Services, Financial Services, Human Resources, Administrative Services, Information Technology Management and the Employment Equity Office. Legal Services are provided to the Ministry by the Legislative Branch, Ministry of Education.

General Classes or Types of Records

Contain information and original documentation on accounts payable, revenue, employee payrolls, computer and financial system procedures, daily, monthly, quarterly and year-end financial reports.

Contracts (supplier and consultant)

Freedom of Information and Privacy Act - General Administration Files

Revenue

Transfer Payment History

Year-End Public Accounts (preliminary reports/final statements)

Personal Information Banks

The following common personal information banks as described in Chapter II of this directory are maintained by this division or by the Ministry of Treasury and

Ministry of Skills Development (SKILLS)

Economics, which provides some personnel support to the ministry.

Career Planning/Training
Central Attendance Recording System (CARS)
Employment Application Inventory
Freedom of Information and Protection of Privacy Act Requests
General Employment History and Payroll Information
Grievances and Applications
Identity/Employee Card
Integrated Payroll, Personnel and Employee Benefits System (IPPEBS)
Job Competitions
Parking Records
Travel/Expense Accounts

Skills Training Division

The Skills Development Division develops policies and coordinates programs to promote high quality skills training upgrading programs to employed workers. It administers Ontario's apprenticeship system, including programs to facilitate women's entry into the non-traditional occupations. It develops partnerships, on a community and sectoral basis, with business and labour to stimulate training activities in the workplace, and provides training consulting services and financial incentive programs to individual firms. It negotiates training agreements with the federal government and supports community-based organizations in the development of labour market needs analysis and special projects. It also liaises with the Ontario Training Corporation, a Schedule II agency that reports to the Ministry of Skills Development. The division comprises Policy, Apprenticeship and Client Services, Partnership and Services Development, Federal-Provincial Relations and Strategic Planning and Support.

General Classes or Types of Records

Contain information relating to the operation, administration, development, approval and enforcement of division programs and activities.

Agreement to Enhance the Employability of Social Assistance Recipients and Appendices
Assistance and Accreditation Standards
Annual Labour Market Needs Assessment
Apprenticeship Modular and Trades Updating Training Standards
Cabinet Submissions
Canada-Ontario Labour Force Development Agreement, Schedule, Annex and Appendices

Client and Project Files
Company Schedules of Training
Consultants' Reports
Delivery Organization Files
Development of Modular and Trade Training Programs
Enforcement Activities
Examination Scheduling Lists
Facility Lease Files - CAAT (in support of Adult Training)
General Program Operations
In-School Training Attendance Reports/Schedules
Information Officers Program - General
Interprovincial Apprenticeship Training and Certification
Letters of Agreement
Market Research Reports
Ministry/Private Delivery Agent Contracts
Ministry/Training Trust Fund contracts
Ministry/CAAT contracts
Ministry/Sector contracts
Occupational Trade Certification Reports
Operation of Advisory Committees
Operational Plans
Planning Process Development
Private Hairstyling School Files
Program History/Legislation/Reviews
Program Application Distribution
Records and Reports (re Colleges of Applied Arts and Technology seat purchases)
Research, Reports, and Statistical Information
Special Studies and Projects
Strategic Directions
Systems Design, Development and Implementation
Trade and Program Information
Training Purchase Plans
Trust Agreement

Manuals

Issued to head office, field staff and college program administrators to provide guidelines and details on administrative, operational, and development policy and procedures.

Annual Direct and Indirect Purchase Plan
CITC Career Fair Manual
CITC (Community Industrial Training Committees)
CITC Community Partnership Tools
CITC Development Tools
CITC Executive Assistants
CITC Orientation Tools
CITC Orientation Resource Manual
CITC Special Projects
Client Services Policies and Procedures Manual

Counselling Guide

Delivery of Attestations and Monitors to Employment and Immigration Canada Manual

Directory of Training Courses in Ontario

Facility Lease Policy (Adult and Apprenticeship Training)

Field and Program Instructions

Fundraising Manual

Implementation Guidelines

Modular Examination Development Manual

Ontario Training Trust Fund Program

Ontario Skills/Ontario Skills Development Office System for Modular Industrial Training Programs Catalogue

Technicians and Technologists Skills Updating Course Directory

Technicians and Technologists Skills Updating Program

Trades Updating Program Implementation Guidelines

Traineeships Curriculum

Traineeships Guidelines

Personal Information Banks

Related primarily to individuals pursuing trade certification via apprenticeship, modular or other modes of training. The banks are used for administrative purposes by ministry staff (e.g., the Enforcement Services, Field Services and Operational Support units).

Application for Trades Certification (apprentices, tradesmen, modular trainees)

Location: Apprenticeship and Client Services Branch.

Legal Authority: Trades Qualification Act, R.S.O. 1990, c.T.17; National Training Act, S.C. 1982, c.109, as amended. Information Maintained: Name, address, Social Insurance Number, sex, date of birth, employment

status, present employer information, employment history, trade certificates, education history, status reports, diploma issuance, trade name and code, demonstration of skills test results, reference letters, trade examination results, medical information. Uses: Monitor apprentices during contract tenure; evaluate credentials re-certification, credit deduction eligibility, trade examination/certification eligibility; letter of authority evaluation; temporary certificate issuance; monitor payment for certificate renewal. Users: Branch management, branch clerical staff, ministry enforcement officers and industrial training consultants. Individuals in Bank: Apprentices, tradespersons, modular trainees.

Retention and Disposal: Varies from two to seven years, then destroyed.

Investigation and Inspection Files

Location: Apprenticeship and Client Services Branch.

Legal Authority: Trades Qualification Act, R.S.O. 1990, c.T.17. Information Maintained: Name, address, individual case investigations, inspections of persons working in compulsory regulated trades, apprentice wage reclamations, private hairstyling school information.

Uses: Document and monitor private hairstyling schools to ensure compliance with Apprenticeship and Trades Qualification Act and regulations thereunder; monitor apprenticeship in compulsory regulated trades; investigate re apprentice wage complaints. Users: Branch staff, ministry enforcement officers. Individuals in Bank: Apprentices, employers, tradesmen, and school owners under investigation/inspection. Retention and Disposal: Nine years following completion of investigation/inspection, then transferred to archives.

Progressive Achievement Test History Record

Location: Toronto Central Apprenticeship Office. Legal Authority: Trades Qualification Act, R.S.O. 1990, c.T.17. Information Maintained: Name, address, Social Insurance Number, education and employment history, examination results, counsellor's comments and recommendations. Uses: The ministry stopped performing Progressive Achievement Tests in 1990.

They were used to determine eligibility for apprenticeship program. Users: The ministry stopped performing Progress Achievement Tests in December 1991. Information bank was used by Branch staff and training officers. Individuals in Bank: Applicants for apprenticeship programs up to December 1991. Retention and Disposal: Six years, then destroyed - last entry was in December 1991.

Affiliated Agencies

Apprenticeship and Tradesmen's Provincial Advisory Committees

The following provincial advisory committees are established under the Trades Qualification Act to advise the minister on the development and operation of the apprenticeship programs.

The Provincial Advisory Committee for the Trade of Air Cooled and Marine Engine Mechanic

The Provincial Advisory Committee for the Trade of Auto Body Repairer and Painter

The Provincial Advisory Committee for the Trade of Automatic Machinist

The Provincial Advisory Committee for the Trade of

Automotive Machinist

The Provincial Advisory Committee for the Trade of Baker

The Provincial Advisory Committee for the Trade of Brick and Stone Mason

The Provincial Advisory Committee for the Trade of Chemical Process Operator

The Provincial Advisory Committee for the Trade of Construction Boilermaker

The Provincial Advisory Committee for the Trade of Construction Millwright

The Provincial Advisory Committee for the Trade of Cook

The Provincial Advisory Committee for the Trade of Electrician

The Provincial Advisory Committee for the Trade of Farm Equipment Mechanic

The Provincial Advisory Committee for the Trade of Fitter (Structural Steel/Platwork)

The Provincial Advisory Committee for the Trade of Fork Lift Truck Mechanic

The Provincial Advisory Committee for the Trade of General Carpenter

The Provincial Advisory Committee for the Trade of Glazier and Metal Mechanic

The Provincial Advisory Committee for the Trade of Hairstylist

The Provincial Advisory Committee for the Trade of Heavy Duty Equipment Mechanic

The Provincial Advisory Committee for the Trade of Hoisting Engineer

The Provincial Advisory Committee for the Trade of Horticulture

The Provincial Advisory Committee for the Trade of Industrial Electrician

The Provincial Advisory Committee for the Trade of Industrial Mechanic (Millwright)

the Provincial Advisory Committee for the Trade of Industrial Woodworker

The Provincial Advisory Committee for the Trade of Instrumentation Mechanic

The Provincial Advisory Committee for the Trade of Ironworker

The Provincial Advisory Committee for the Trade of Lineman

The Provincial Advisory Committee for the Trade of Motorcycle Mechanic

The Provincial Advisory Committee for the Trade of Motor Vehicle Mechanic

The Provincial Advisory Committee for the Trade of Packaging Machine Mechanic

The Provincial Advisory Committee for the Trade of

Painter and Decorator

The Provincial Advisory Committee for the Trade of Plumber and Steamfitter

The Provincial Advisory Committee for the Trade of Precision Metal Machining

The Provincial Advisory Committee for the Trade of Radio and Television Service Technician

The Provincial Advisory Committee for the Trade of Refrigeration and Air Conditioning Mechanic

The Provincial Advisory Committee for the Trade of Sheet Metal Worker

The Provincial Advisory Committee for the Trade of Sprinkler and Fire Protection Installer

The Provincial Advisory Committee for the Trade of Truck/Coach Mechanic

The Provincial Advisory Committee for Trades Updating

The Provincial Advisory Committee for the Trade of Welder

General Classes or Types of Records

Contain information related to the identification of trades training needs, the formation and operation of steering committees and provincial advisory committees, the drafting and amending of trade regulations, and the maintenance of province-wide client contacts, including industry and labour organizations, community colleges and other ministries.

Provincial Advisory Committees Membership Lists
Sunset Review Files

Manuals

Issued to staff to provide guidelines and rationale for the implementation of provincial advisory committees.

Guidelines for Provincial Advisory Committees
Guidelines for Local Apprenticeship Committees

Personal Information Banks

None

MINISTRY OF THE SOLICITOR GENERAL

Head

Solicitor General
11th Floor, George Drew Building
25 Grosvenor Street
Toronto, Ontario
M7A 1Y6
Telephone: (416) 314-3351

Access

Freedom of Information and Privacy Coordinator
Ministry of the Solicitor General
3rd Floor, 90 Harbour Street
Toronto, Ontario
M7A 2S1
Telephone: (416) 314-3188

A public reading room for the review of manuals and other information is open during regular office hours on the third floor at 90 Harbour Street, Toronto.

Mandate

The ministry oversees law enforcement and public safety throughout Ontario, supervises all provincial police services including those maintained by municipalities and regions, and is the civilian authority for the Ontario Provincial Police (OPP). In addition, the ministry administers a specialized scientific criminal-analysis facility, maintains provincial fire safety standards, determines cause when death occurs in unusual circumstances, oversees a forensic pathology service and coordinates emergency planning for the province.

Organization

Head office is in Toronto. The ministry comprises five main divisions: Administration; Corporate Policy and Issues Management Division; the Ontario Provincial Police; Policing Services; and Public Safety. These divisions are structured to meet the ministry's diverse and complex responsibilities. The Special Investigative Unit reports directly to the minister and the Legal Services Branch and the Strategic Planning Committee on Police Training and Education report to the Deputy Minister.

Divisions

Special Investigations Unit

The Special Investigations Unit has a mandate to cause investigations to be conducted into circumstances of serious injuries and death that may have resulted from criminal offences committed by police officers. The Special Investigations Unit investigates all the relevant incidents which occur within all policing jurisdictions in the Province of Ontario. The director of the Special Investigations shall, if in his or her opinion there are reasonable and probable grounds to do so, lay charges against the police officers in connection with the investigation. The director shall report the results of the investigation to the Attorney General.

General Classes or Types of Records

Contains specific operational and investigative records of the Unit and the investigative function it performs throughout the province.

Equipment studies and requirements
Federal and Provincial Statutes
Fleet management
Inquest Jury Reports
Public Awareness
Public Relations
Relationship with police forces
Training Programme

Manuals

Standard Operating Procedures

Personal Information Banks

Investigative Case Records

Location: Special Investigations Unit. Legal Authority: Police Services Act R.S.O. 1990, s.112. Information Maintained: Name, address, date of birth, statements, exhibit reports, copies of court documents, court briefs. Uses: To investigate and prosecute officers under the Criminal Code of Canada. Users: Special Counsel. Individuals in Bank: Individuals involved in investigations under the Criminal Code of Canada.

Legal Services Branch

The branch provides legal services to the Minister, Deputy Minister and ministry staff, represents the ministry before courts and administrative tribunals; provides legal opinions; and prepares draft legislation, regulations, Orders in Council, agreements and other legal documents.

General Classes or Types of Records

Contain general administrative records and legal records including statutes and regulations, research and opinions, correspondence, litigation documents and legal judgments, contracts and agreements.

Personal Information Banks

The following common personal information bank as described in Chapter II of this directory is maintained.

Litigation Files

Corporate Policy and Issues Management Division

The Corporate Policy and Issues Management Division is mandated to strengthen the ministry's capacity to better anticipate, integrate and coordinate long-term strategic planning, policy development, short-term crisis management and public communications. The division is comprised of the Policy Development and Coordination Branch and the Communications Branch.

General Classes or Types of Records

The division hold general administrative records as described in Chapter II of the directory. It also holds the following records.

Briefing Notes
Cabinet Submissions
Client Contract Forms
Communications Functions
Communications Plans
Correspondence
Information Concerning Internal and External Communications
Ministry Events
Opinion Analysis
Personal information of Victim Assistance Programs
Sexual Assault Surveys (anonymous data)
Victim Crisis Assistance and Referral Service (VCARS) - Clients
Victim Crisis Assistance and Referral Service

Personal Information Banks

Contain information on victim assistance programs.

Victim Crisis Assistance and Referral Service (VCARS) - Clients

Location: Policy Development and Coordination Branch and regional offices. Legal Authority: Incidental to administration of programme approved by Cabinet.

Information Maintained: Name, age, circumstances, assistance given, address, telephone number, sex, name of referring police officer. Uses: Case management; program management; evaluation. Users: Division staff and other staff of the ministry as required. Individuals in Bank: Individuals assisted by the service. Retention and Disposal: Not determined.

Victim Crisis Assistance and Referral Service (VCARS) - Volunteers

Location: Policy Development and Coordination Branch and regional offices. Legal Authority: Incidental to administration of programme approved by Cabinet. Information Maintained: Name, address, telephone number, date of birth, languages spoken, education, employment history, references, driver's licence number, availability for work, criminal record check. Uses: Volunteer management. Users: Division staff and other staff of the ministry as required. Individuals in Bank: Individuals who have made application to become volunteers, and volunteers. Retention and Disposal: Not determined.

Race Relations and Policing Unit

The unit was established to respond to the Task Force on Race Relations and Policing's 57 recommendations. To direct the implementation of the task force recommendations, the unit was formed to ensure that race relations becomes an integral part and key priority of the ministry's responsibilities. The main areas of responsibility are race relations training for police and police authorities, police/community relations, and employment equity.

General Classes or Types of Records

Contain information relating to the Race Relations and Policing Task Force, training, employment equity, police/community relations and general administrative records as described in Chapter II of this directory.

Correspondence
Correspondence
Sexual Assault Surveys (anonymous data)
Victim Crisis Assistance and Referral Service
Client Contract Forms
Personal information of Victim Assistance Programs
Victim Crisis Assistance and Referral Service (VCARS) - Clients
Information Concerning Internal and External Communications
Ministry Events
Grants Applications and Administrative Records

Project Files
Task Force Reports

Personal Information Banks
None

Information Technology Division

The Information Technology Division is responsible for the promotion, development, maintenance and operation of information technology, with the objective of increasing the efficiency and effectiveness of the ministry and the client group it serves through proper development and utilization of information technology resources.

General Classes or Types of Records

Contain information to support information technology and general administrative records as described in Chapter II of this directory.

Information Technology Strategic Plan
Systems Documentation and Project Plans

Manuals

Issued to OMPAC users.

OMPAC Manual

Personal Information Banks
None

Ontario Provincial Police (OPP)

The Ontario Provincial Police serves areas of Ontario where there are no local police forces and also provides specialized investigative and enforcement assistance to municipal and regional forces. The OPP is comprised of the Office of the Commissioner and three major areas of responsibility - Field Operations, Investigations, and Services. The Office of the Commissioner provides policy direction and coordinates operations. The Protocol Officer/Force Adjudicator, OPP Telecommunications Project Employment Equity Coordinator, Professional Standards Branch, and the Relocation Project are all within the Office of the Commissioner. Field Operations is comprised of three field divisions ("A" Division (Districts 1-6), "B" Division (Districts 7-11), "C" Division (Districts 12-17)), Field Coordination Branch, and First Nations and Contract Policing Branch. Investigations is comprised of Intelligence Branch, and Investigation Division Services is comprised of Office of the Budget Coordinator, Operational Policy and Planning

Branch, Audit and Evaluation Branch and two divisions - Administrative Services and Support Services.

General Classes or Types of Records

Contain general administrative and operational records as described in Chapter II of this directory. Also contain information relating to the administration and operation of the OPP and the law enforcement functions it performs throughout the province.

Access Request Records
Agreements (shared use of information systems)
Crime-Prevention Measures
Criminal and Accident Statistics
Emergency Services
Enforcement of Federal and Provincial Statutes
Equipment Specifications
Equipment Studies and Requirements
Fleet Management
Force Programs
Grand Jury Reports
Land Use Contracts
Legal Procedures
Non-Personal Investigative Files
OPP Publications
Police Week
Policing Responsibilities
Public Awareness
Public Relations
Relationships with Other Police Forces
Statutes and Municipal Bylaws
Topographical Records
Traffic Records
Training Programs

Manuals

Issued to staff to provide support for the administration, training and operation of the OPP.

Guide For Field Personnel
Ontario Provincial Police Orders

Personal Information Banks

Contain information relating to individuals involved in OPP programs including employees and prospective employees, individuals licensed or appointed by the OPP or subject to regulatory activity by the OPP and individuals subject to or associated with law enforcement investigations.

Auxiliary Police - OPP

Location: Field Coordination Branch. Legal Authority: Police Services Act, R.S.O. 1990, c.P.15, s.52.

Information Maintained: Name, home address, date of birth, sex, education, employment history, character references, other information relating to engagement, service or severance, activity reports, appraisals, training records, security clearance information. Uses: Evaluate eligibility for continued service. Users: Field Coordination Branch staff, OPP senior management. Individuals in Bank: Individuals serving as OPP auxiliary police. Retention and Disposal: Six months to 10 years, then transferred to archives (maximum 20 years).

Criminal Intelligence Records - OPP

Location: Intelligence Branch. Legal Authority: Police Services Act, R.S.O. 1990, c.P.15. Information Maintained: Information on persons and organizations involved in criminal intelligence investigations into organized crime, terrorism, fraud and corruption. Uses: Investigate offences under the laws of Ontario and Canada; detection, prevention and suppression of crime; policing, law enforcement and administration generally. Users: OPP staff, law enforcement agencies, courts, other agencies involved in the administration of justice. Individuals in Bank: Individuals involved in or who are the subject of criminal intelligence investigations. Retention And Disposal: One to 25 years, then destroyed.

Courses Administered by the OPP

Location: Training Branch, Provincial Police Academy and Employee Services Branch. Legal Authority: Police Services Act, R.S.O. 1990, s.P.15, s.42(1)(i). Information Maintained: Name, assessments, examination results, other performance measures, records of achievement and related documents. Uses: Support qualifications for certificates, awards or diplomas; evaluate instructors. Users: Training Branch and Employee Services Branch staff, OPP senior management, other law enforcement agencies or ministries sending staff. Individuals in Bank: Individuals applying for or attending courses administered by the OPP. Retention and Disposal: Not determined.

Discipline - OPP

Location: Professional Standards Branch. Legal Authority: Police Services Act, R.S.O. 1990, c.P.15 s.17, 18 and 19. Information Maintained: Name, notices of disciplinary action, internal and external correspondence concerning a member's conduct, testimony by witnesses, legal opinions, investigation record of possible misconduct. Uses: Investigate

infractions; adjudicate disciplinary action. Users: Professional Standards Branch staff, OPP senior management. Individuals in Bank: OPP members who are or have been the subject of an internal investigation. Retention and Disposal: Two to five years, then transferred to archives.

Employee Application Records - OPP

Location: Employee Services Branch. Legal Authority: Police Services Act, 1990, c.15, s.43. Information Maintained: Name, application-related documents, written examination results, candidate assessments, standard correspondence. Uses: Determine suitability for engagement as a constable. Users: Employee Services Branch staff, OPP senior management. Individuals in Bank: Applicants for constable in the OPP. Retention and Disposal: One to five years, then destroyed.

Finger/Palm Print File

Location: Technical Support Branch, originating detachment and respective district headquarters. Legal Authority: Identification of Criminals Act, R.S.C. 1970, c.I-1, s.2. Information Maintained: Finger/palm print, name, date of birth, fingerprint section number, offence for which individual is charged. Uses: Investigate offences under the laws of Ontario and Canada; use in prosecutions resulting from investigations; detection, prevention and suppression of crime; policing, law enforcement and administration generally. Users: OPP staff, law enforcement agencies, courts, other agencies involved in the administration of justice. Individuals in Bank: Individuals charged with an indictable offence. Retention and Disposal: Ten years, then destroyed.

Firearms - Business Files

Location: Chief Provincial Firearms Office, Records and Registration Branch, Support Services Division. Legal Authority: Criminal Code (Canada), R.S.C. 1991, c.C-40 and an Act Respecting Manufacturing and Transportation of Certain Weapons, R.S.O. 1991, c.C-21; Firearms Business c.C-40 s.105 and 110; Firearms Museums c.C-40, s.92 and 98; Manufacturing and Transport of Prohibited Weapons Including Import and Export c.C-40, s.105 and c.21, s.4.1. (commonly known as Firearms Industrial Purposed Bill). Information Maintained: Name; date of birth; residence and business addresses; trade name; type and acceptability of records and security maintained; type of permit issued; refused or revoked; estimate of business volume; fee charged; letter of permission from local authority; federal letter of authorization for manufactures; failed and successful applicants for designation for industrial purposes; and

exempted persons. Uses: Enforce gun control legislation in Ontario; control sale and distribution of firearms and other weapons; determine eligibility; control movement and storage of all prohibited weapons for import, export, repair and manufacture in Ontario by the Solicitor General designating all person who have reason to be involved; investigation of business permit breaches.

Users: Chief Provincial Firearms Officer, CPFO staff, investigating local police. Individuals in Bank: Failed and successful applicants who supply information to assist the organization they represent. Retention and Disposal: Upon closure, to microfilm and destroyed after five years.

Firearms - Persons Files

Location: firearms Section, Records and Registration Branch, Support Services Division, Detachments. Legal Authority: Criminal Code of Canada, R.S.C. 1991, c.C-40; Firearms Acquisition Permits, s.112; Carry Permits, s.110; Shooting Club and members s.109 and 110; Firearms Ranges s.109 and 110. Information Maintained: Name, address, date of birth, sex, applications for permits to carry/transport/convey restricted weapons, firearms acquisition certificates, applications, documentation on prohibitions, refusals and revocations of certificates and permits, investigation and occurrence reports held in club, occupation, names of club instructors, subject and level of instruction, approval by the Solicitor General, private range applicants, users and members eligible for permits, approval of the registrar for private ranges. Uses: Administer and enforce firearms control legislation determine eligibility of individuals and clubs for permit or designation law enforcement and investigators. Users: Local firearms officers, local registrars of firearms, Firearms Section staff, police investigation, Chief Provincial Firearms Office audit staff. Individuals in Bank: Approved and failed applicants of any process, shooting club members and organization officials. Retention and Disposal: Five years plus current, then destroyed.

First Nations Constables

Location: First Nations and Contract Policing Branch. Legal Authority: Police Services Act, c.P.15 Statutes of Ontario 1990, s.17, s.19-554. Information Maintained: Name, home address, date of birth, sex, application and engagement documents, personal certificates, insurance coverage, benefits entitlements, statements of injuries, pay and allowances, performance reviews and appraisals, courses, employment history, and related correspondence. Uses: Administer the First Nations

Policing Program. Users: First Nations and Contact Policing Program staff, district commanders, ministry staff involved in the First Nations Policing Program. Individuals in Bank: Current and former First Nations Special Constables, guards and matrons, caretakers, clerical staff. Retention and Disposal: Not determined.

Grievances - Ontario Provincial Police Association (OPPA)

Location: Administrative Services Division. Legal Authority: Police Services Act, R.S.O. 1990, c.P.15, s.17(2). Information Maintained: Name, notifications, correspondence, final decisions concerning grievances. Uses: Resolve grievances submitted under the OPPA Memorandum of Understanding. Users: Staff at all levels of the grievance process up to the Ontario Provincial Police Grievance Board and ministry staff as required. Individuals in Bank: Members of the OPPA bargaining unit submitting formal grievances. Retention and Disposal: Not determined.

Honours and Awards - Police and Civilian Personnel

Location: Professional Standards Branch. Legal Authority: Police Services Act, R.S.O. 1990, c.P.15, s.17, 18 and 19. Information Maintained: Recommendations, eligibility assessments. Uses: Determine eligibility for a grant, honour or award. Users: Professional Standards Branch staff, issuing authorities of various honours and awards programs. Individuals in Bank: Individuals recommended for an honour or award by the OPP. Retention and Disposal: Two to five years, then to archives.

Investigative Case Records

Location: General Headquarters, the originating detachment and respective district headquarters. Legal Authority: Police Services Act, R.S.O. 1990, c.P.15, s.135. Information Maintained: Name, address, date of birth, investigation and occurrence reports, statements, exhibit reports, copies of court documents (summonses, warrants, etc.), court briefs, and in some instances criminal records. Uses: Investigate and prosecute offences under the laws of Ontario and Canada; detection, prevention and suppression of crime; policing, law enforcement and administration generally. Users: OPP staff, law enforcement agencies, courts, other agencies involved in the administration of justice. Individuals in Bank: Individuals involved in investigations under the Criminal Code, federal and provincial statutes or municipal bylaws. Retention and Disposal: Three months to 40 years, then destroyed.

Ministry of the Solicitor General Relocation Project

Location: Relocation Project Offices. Legal Authority: Administration of relocation project. Information Maintained: Name, address, telephone number, classification, continuous service data and other personal information relating to all classified ministry employees subject to relocation to Orillia. Uses: Redeployment of staff, relocation planning, retraining needs; prepare statistical reports. Users: Relocation project staff. Individuals in Bank: Classified ministry employees whose positions are subject to relocation to Orillia. Retention and Disposal: Two years after relocation completed, then destroyed.

Personnel Directory - OPP (New)

Location: Records Section, Records and Registration Branch, Support Services Division, District Headquarters, Branches, Detachments. Legal Authority: Police Services Act 1991, c.P.15, s.41. Information Maintained: Name, badge number, home telephone number, home address, work telephone number, work address, work organizational unit. Uses: Operational and emergency contact or movement of staff; recall staff to duty, re-route central mail; update Employee Services Branch of address and telephone changes. Users: Commanders in chain of command, central mail room, Employee Services Branch. Individuals in Bank: Serving members of the OPP, civilian classified employees serving within OPP, some regular part-time unclassified employees working within the OPP. Retention and Disposal: Destruction upon change, death or retirement.

Private Investigators and Security Guards/Agencies - Applicants

Location: Records and Registration Branch. Legal Authority: Private Investigators and Security Guards Act, R.S.O. 1990, c.P.25. Information Maintained: Name, home address, date of birth, sex, character references, work history, history of agency's officers and directors, complaints and results, investigative reports, licensing tribunal records, reasons for licence terminations. Uses: Maintain records of private investigators and security guards excluding Brinks type; document current and former licence holders; determine suitability for future licensing. Users: Registration Branch staff, other law-enforcement agencies. Individuals in Bank: Officers or directors of private investigation and/or security guard agencies applying for a licence or individuals applying for a licence. Retention and Disposal: One to 10 years, then destroyed.

Public Complaints - OPP

Location: Professional Standards Branch. Legal Authority: Police Services Act, R.S.O. 1990, c.15, s.76. Information Maintained: Service, public and criminal investigation reports, occurrence reports, statements of members, statements of witnesses and complainants, names of employees complained about, related correspondence of members and complainants. Uses: Investigate public complaints to identify causes and develop remedial measures. Users: Professional Standards Branch staff, senior management. Individuals in Bank: Individuals making general inquiries or registering complaints against the activity of the OPP or its members. Retention and Disposal: Two to five years, then transferred to archives.

Secondary Occupation

Location: Professional Standards Branch. Legal Authority: Police Services Act, R.S.O. 1990, c.15, s.49. Information Maintained: Name, address, nature of business or undertaking, names, addresses of owners, principals or operators of business stating relationship to member, organizational, financial and operational structure of business, duties and responsibilities of member, Commissioner's decisions and any conditions set on employment. Uses: Monitor secondary employment of force members. Users: Professional Standards Branch staff, senior management. Individuals in Bank: Force members, owners, principals and operators of businesses that have force members as owners, principals, operators or managers. Retention and Disposal: Two years, then transferred to archives.

Security/Reliability Clearance Records

Location: Intelligence Branch. Legal Authority: Police Services Act, R.S.O. 1990, c.P.15. Information Maintained: Name, home address, date of birth, family history, character references, education, associations, related correspondence, level of security granted, employment history, Social Insurance Number, nationality. Uses: Develop reports on responses to security checks and classifications. Users: OPP and ministry management staff, management of other government ministries and agencies. Individuals in Bank: Individuals with the ministry or OPP who are or have been the subject of pre-employment or employment-related security screening procedures, prospective employees of government ministries and agencies. Retention and Disposal: Twenty-five years, then destroyed; select files retained indefinitely.

Special Constables Appointed by the Commissioner of the OPP

Location: Office of the Commissioner. Legal Authority: Police Services Act, R.S.O. 1990, c.P.15, s.53, Part IV. Information Maintained: Name, address, date of birth, sex, employment history, education, reasons for requesting special constable authority, branch or agency making the request. Uses: Determine suitability for appointment as a special constable; maintain a record of appointees. Users: OPP senior management. Individuals in Bank: Individuals applying for status as special constables. Retention and Disposal: Twenty years after termination of appointment, then destroyed.

Supply Records - OPP

Location: Supply Section Support Services Division and district headquarters and detachments. Legal Authority: Police Services Act, R.S.O. 1990, c.P.15, s.41. Information Maintained: Name, badge number, uniform and equipment issued, service revolver registration and warrant cards. Uses: Internal administration. Users: Supply Section and field staff. Individuals in Bank: Current and former members of the OPP, ministry staff, individuals retained on contract by the OPP or ministry. Retention and Disposal: Two to 25 years, then destroyed.

Telecommunications Records - Tapes

Location: Systems Support Branch and district headquarters. Legal Authority: Police Services Act, 1990, c.P.15, s.42, Part IV. Information Maintained: Operational radio and telephone communications initiated or received in communications centres. Uses: Playback record of emergency calls; administrative and law enforcement purposes; provide evidence for court proceedings. Users: OPP staff, law enforcement agencies, courts. Individuals in Bank: OPP staff including members of other law enforcement agencies and individuals involved in investigations under the Criminal Code, other federal and provincial statutes or municipal bylaws. Retention and Disposal: One year, then updated.

Policing Services Division

The Policing Services Division is responsible for promoting policing excellence through training, the development of professional standards and new programs, and providing an advisory and liaison service to the police community. The adequacy of these programs and the quality of municipal police service in

Ontario is ensured by conducting inspections and investigations.

General Classes or Types of Records

Contain information relating to the administration and operation of police services in the province.

Crime Statistics
Domestic Violence Statistics
Equipment Studies and Requirements
High-Speed Pursuits Statistics
Inspection Reports
Police Forces' Budgets and Resources
Police Officer Training
Traffic Safety Programs
Workload Studies - Personnel Requirements

Manuals

Issued to assist in the administration of police services. There are training manuals, precis and videotapes relating to all areas of law enforcement. Most manuals are maintained at the Ontario Police College.

Personal Information Banks

Contain information relating to supervision, monitoring, training, and technical operational assistance provided to police services in Ontario.

Canadian Police College, Ottawa - Course Applications

Location: Ontario Police College. Legal Authority: Police Services Act, R.S.O. 1990, c.P.15, s.3(2). Information Maintained: Name, home address, sex, name of employing police service, employment history, education. Uses: Select candidates for courses at the Canadian Police College. Users: OPC staff. Individuals in Bank: Applicants. Retention and Disposal: One year, then destroyed.

Ontario Police College, Aylmer - Student Records and Course Applications

Location: Ontario Police College. Legal Authority: Police Services Act, R.S.O. 1990, c.P.15, s.3(2). Information Maintained: Name, home address, date of birth, sex, name of employing police service, employment history, education, OHIP number. Uses: Identify types of training taken; determine eligibility and requirements for future courses. Users: College and division staff, employing police service. Individuals in Bank: Individuals who have taken courses at the Ontario Police College. Retention and Disposal: One year to indefinite period, then destroyed.

Ontario Police Forces' Suspended Drivers Control Centre

Location: Police Support Programs Branch. Legal

Authority: Police Services Act, R.S.O. 1990, c.P.15, s.3(2). Information Maintained: Name, address, driver's licence number, date of birth, sex, suspension number, dates of suspension, reasons for suspension. Uses: Administer and enforce federal and provincial laws. Users: Law enforcement agencies, courts, other agencies involved in the administration of justice. Individuals in Bank: Individuals who have had their driver's licence suspended or their right to drive prohibited under federal or provincial laws. Retention and Disposal: Twelve months after expiration of the licence suspension or prohibition, then destroyed.

Administration Division

Provides required services (e.g., accommodation services, information technology, internal audit, financial, personnel administration and purchasing) to program managers in the ministry. The division comprises the following branches: Accommodation services, Financial and Administration Services, Evaluation and Audit, Employee Services, Employment Equity, French Language Services, and Freedom of Information and Protection of Privacy Services.

General Classes or Types of Records

Contain general administration records as described in Chapter II of this directory.

Manuals

Issued to all ministry offices by the Financial and Administration Services Branch and Employee Services Branch.

Human Resources Management Manual
Manual of Administration

Personal Information Banks

The following common personal information banks as described in Chapter II of this directory are maintained.

Career Planning/Training
Central Attendance Recording System (CARS)
Employment Equity
Freedom of Information and Privacy Act Requests
General Employment History and Payroll Information
Grievances and Applications
Identity/Employee Card
Integrated Payroll, Personnel and Employee Benefits System (IPPEB)
Job Competitions

Medical Information (Personnel)

Ombudsman/Human Rights Commission
Performance Management
Travel/Expense Accounts
Workers' Compensation

Public Safety Division

The Public Safety Division promotes fire safety, provides services and expertise in forensic pathology, investigates deaths in order to minimize future loss of life, and, using specialized techniques, provides facts to the judiciary. The division is also responsible for coordinating emergency planning activities, including provincial response to a nuclear emergency. The division consists of the following branches: Emergency Planning, Centre of Forensic Sciences, Forensic Pathology, Office of the Chief Coroner and Office of the Fire Marshal.

General Classes or Types of Records

Contain administrative information relating to the division's programs and the specific functions of each branch. Also contain information on contingency plans for emergencies and disasters, and agreements between federal, provincial and municipal governments concerning emergency planning.

Advisory Services by Area
Breath Testing Program
Breathalyzer Maintenance and Repairs
Breathalyzer Supplies
Breathalyzer Training Specifications
Emergency Vehicles and Equipment Studies
Extinguishers
Fire and Affiliated Associations
Fire Fighting and Safety - Technical Studies
Fire Prevention Programs
Fire Services
Fire Statistics
First Nations Emergency Assistance Agreement
Hotel Inspections
Hotel Safety
Inflammability of Fuel - Studies
List of Municipal Plans
List of Provincial Plans
Municipal Protection Surveys
Non-Personal Investigative Case Files
Public Protection Programs
Rescue Services
Truck Specifications

Manuals

Issued to staff of the division.

Breathalyzer Training Manuals
 Fire Fighting Operations
 Fire Prevention - General
 Joint Emergency Preparedness Program (JEPP)
 Laboratory Aids for the Investigator
 Ontario Fire College (training videotapes)
 Provincial Emergency Plan
 Provincial Nuclear Emergency Plan
 Regional Fire Fighting
 Techniques of Instruction

Personal Information Banks

Contain information related to forensic, coroners' and fire investigations and to the division's responsibilities under the Anatomy Act.

Anatomy Act Files

Location: Office of the Chief Coroner and offices of Local Inspectors of Anatomy. Legal Authority: Anatomy Act, R.S.O. 1990, c.A.21, s.2. Information Maintained: Name, age, sex, last known place of residence, disposition of the deceased. Uses: Assist the administration of the Anatomy Act. Users: Coroner's Office staff, Local Inspectors of Anatomy, schools of anatomy, municipal social service departments and police. Individuals in Bank: Individuals who have died without known relatives, or who have donated their bodies to medical science. Retention and Disposal: Two years, then transferred to archives.

Centre of Forensic Sciences - Investigation Files

Location: Centre of Forensic Sciences. Legal Authority: Order in Council 3571/66. Information Maintained: Name of the victim, investigating officer, suspects, description of items submitted for expert examination or identification. Uses: Investigate and prosecute offences under the laws of Ontario and Canada; detection, prevention and suppression of crime. Users: Law-enforcement agencies, courts, other agencies involved with the administration of justice. Individuals in Bank: Individuals involved in investigations under the Criminal Code of Canada, other federal and provincial statutes or municipal bylaws. Retention and Disposal: Twenty years, then destroyed.

Centre of Forensic Sciences - Qualified Breathalyzer Technicians

Location: Centre of Forensic Sciences. Legal Authority: Criminal Code of Canada, R.S.C. 1970, s.254(1). Information Maintained: Name, agency, dates of course, date of designation, designation by date of re-

qualification, badge number, age, years of experience. Uses: Ensure qualified police officers perform breath tests. Users: Crown attorneys, lawyers, law enforcement agencies. Individuals in Bank: Current and former police officers designated by the Solicitor General as Qualified Breathalyzer Technicians. Retention and Disposal: Twenty-five years, then destroyed.

Coroner's Investigation Files

Location: Office of the Chief Coroner, Regional and Investigating Coroner's Offices. Legal Authority: Coroners Act, R.S.O. 1990, c.C.37. Information Maintained: Name of deceased; coroner's name, cause of death, post mortem reports, forensic laboratory reports, inquest results, verdicts, jurors' recommendations, records relating to implementation of recommendations, police reports, Ministry of Labour reports. Uses: Medical, legal, and statistical purposes. Users: Coroners and staff of the Office of the Chief Coroner, relatives as defined by the Coroner's Act (R.S.O. 1990, c.C.37, s.15(2)), and other authorized agencies. Individuals in Bank: Individuals whose death was investigated by a coroner. Retention and Disposal: Twenty-five years, then transferred to archives.

Fire Investigation Files and Statistics Reporting System

Location: Office of the Fire Marshal and district offices. Legal Authority: Fire Marshals Act, R.S.O. 1990, c.F.17, s.3. Information Maintained: Name, home address, date of birth, sex, names of parties involved, injuries or fatalities, time, date, location and area of fire, description of the building, cause of the fire. Uses: Investigate occurrences; maintain statistical records. Users: Office of the Fire Marshal staff, fire departments, law enforcement agencies, other government agencies and insurance companies. Individuals in Bank: Owners/occupants of buildings where fires have occurred; owners, occupants or persons charged with fire-related offences under the Criminal Code of Canada, provincial statutes and/or municipal bylaws. Retention and Disposal: Three to five years depending on the classification of the fire, then transferred to archives.

Ontario Fire College, Gravenhurst - Student Records and Course Applications

Location: Ontario Fire College. Legal Authority: Fire Department Act, R.S.O. 1990, c.F.15, s.13 Part II. Information Maintained: Name, home address, date of birth, sex, name of employing fire department. Uses: Identify types of training taken; determine eligibility and requirements for future courses. Users: College and

division staff; employing fire departments. Individuals in Bank: Individuals who have taken courses at the Ontario Fire College. Retention and Disposal: Two years to indefinite.

Post Mortem Investigation Reports

Location: Forensic Pathology Branch. Legal Authority: Coroners Act, R.S.O. 1990, c.C.37, s.4. Information Maintained: Name, address, medical description of individual autopsies, details of the medical and scientific investigation. Uses: Assist police, coroners, pathologists and Crown attorneys undertaking death-related investigations. Users: Office of the Fire Marshal staff, branch staff, law enforcement agencies, other government agencies, insurance companies and relatives as defined by the Coroner's Act (R.S.O. 1990, c.C.37, s.16(2)). Individuals in Bank: Deceased persons who have been autopsies, individuals involved in the post-mortem examination. Retention and Disposal: Ten years, then destroyed.

Strategic Planning Committee on Police Training and Education

To define and analyze the training, education and development requirements of police personnel for the next decade; the options available to deliver and finance this training, education and development; and evaluation mechanisms to ensure community needs are met, cost is efficient and effective, and that the training, education and development is current and appropriate and enhances the professionalism of policing. To consolidate the information on requirements, delivery systems, financing systems and evaluation mechanisms and present a comprehensive, integrated and consistent strategic plan to the Ministry of the Solicitor General.

General Classes or Types of Records

Contains information and relevant correspondence to the administration of this unit

Personal Information Banks

None

Affiliated Agencies

Strategic Planning Committee on Police Training and Education

To define and analyze the training, education and development requirements of police personnel for the next decade; the options available to deliver and finance this training, education and development; and evaluation mechanisms to ensure community needs are met, cost is

efficient and effective, and that the training, education, and development is current and appropriate and enhances the professionalism of policing. To consolidate the information on requirements, delivery systems, financing systems and evaluation mechanisms and present a comprehensive, integrated and consistent strategic plan to the Ministry of the Solicitor General.

General Classes or Types of Records

Contains information and relevant correspondence to the administration of this unit.

Personal Information Banks

None

Advisory Committee On Crime Prevention

The Advisory Committee on Crime Prevention evaluates crime-prevention programs in other jurisdictions with a view to their introduction in Ontario, assesses and evaluates existing crime-prevention programs, visits police forces across Ontario to assist the development and initiation of crime-prevention programs, and assists the Ontario Police College in developing crime-prevention courses. The day-to-day work of the committee is carried on by the Crime Prevention Liaison Officer.

General Classes or Types of Records

Contain information relating to the creation of municipal crime-prevention programs and the development of information materials for the public.

Minutes of Meetings

Personal Information Banks

None

Animal Care Review Board

The Animal Care Review Board is the statutory body that hears appeals concerning orders made by the Humane Society pursuant to the Ontario Society for the Prevention of Cruelty to Animals Act.

General Classes or Types of Records

Contain information and correspondence related to the board's activities.

Appeal Decisions

Correspondence to the Parties Scheduling a Hearing.

All records are in the custody of the Legal Branch of this ministry.

Personal Information Banks

Contain information relating to board hearings.

Animal Care Review Board Hearings

Location: Public Safety Division. Legal Authority: Ontario Society for the Prevention of Cruelty to Animals Act, R.S.O. 1990, c.O.36. Information Maintained: Appellant's name, address. Uses: Hear and rule on appeals. Users: Board members. Individuals in Bank: Individuals appealing a Humane Society Order. Retention and Disposal: Not determined.

Coroners' Council

The Coroners' Council reviews the appointments of coroners and recommends termination of appointments of those who are not actively performing the duties of coroners; receives and investigates complaints concerning misbehaviour, incompetence or inability, or neglect of duty by coroners and makes such recommendations as it sees fit.

General Classes or Types of Records

No records are maintained by the Coroners' Council.

Personal Information Banks

Contain information relating to council hearings.

Coroners' Council Hearings

Location: Coroners' Council. Legal Authority: Coroners Act, R.S.O. 1990, c.C.37. Information Maintained: Names, home address, sex, date of birth, performance records. Uses: Determine suitability for continued appointment as a coroner. Users: Council members. Individuals in Bank: Coroners who are subject to a hearing. Retention and Disposal: Not determined.

Fire Code Commission

The Fire Code Commission hears appeals concerning Fire Marshal's orders issued by municipal fire departments for violations of fire safety codes in buildings.

General Classes or Types of Records

Contain information relating to the commission's hearings.

Fire Code Commission Decisions
Fire Marshal's Orders and Appeals

Inspection Reports
Minutes of Meetings
Transcripts

Manuals

Manual of Records of Hearings

Personal Information Banks

Contain information relating to commission hearings.

Fire Code Commission Hearings

Location: Fire Code Commission. Legal Authority: Fire Marshals Act, R.S.O. 1990, c.F.17, s.18(a). Information Maintained: Appellant's name, address, Fire Marshal's Order, inspection report of premises, Fire Code Commission decision, correspondence. Uses: Hear and rule on appeals. Users: Commission members, fire departments, appellant, Fire Marshal's Office staff. Individuals in Bank: Individuals appealing Fire Marshal's orders. Retention and Disposal: Five years, then transferred to archives.

Ontario Police Arbitration Commission

The Ontario Police Arbitration Commission is responsible for monitoring and evaluating the effectiveness of the police arbitration system and making recommendations for its improvement. The commission has five members and administers the arbitration process between the municipalities and municipal police forces.

General Classes or Types of Records

Contain information and correspondence related to the police arbitration process.

Arbitration Decisions
Commission Recommendations
Minutes of Meetings

Personal Information Banks

Contain information relating to appointed arbitrators.

Register of Arbitrators

Location: Ontario Police Arbitration Commission. Legal Authority: Police Services Act, R.S.O. 1990, c.P.15. Information Maintained: Name, address, qualifications for designation as arbitrators. Uses: Select arbitrators. Users: Commission members and staff. Individuals in Bank: Candidates for designation as arbitrators. Retention and Disposal: Not determined.

Ontario Civilian Commission on Police Services

The commission is the successor to the Ontario Police Commission, founded in 1962. It has become a quasi-judicial body concerned primarily with inquiries and appeals relating to the Police Services Act and its regulations, including disciplinary appeals.

General Classes or Types of Records

Contain information relating to the administration and operation of police forces in the province.

Disciplinary Appeal Decisions

Personal Information Banks

Contain information relating to inquiries and appeals under the Police Services Act and its regulations.

Police Act Disciplinary Appeals

Location: Office of the Chairman. Legal Authority: Police Services Act, R.S.O. 1990, c.P.15, s.63(8). Information Maintained: Appellant's name, employing police force. Uses: Determine and document appeal decisions. Users: Commission staff. Individuals in Bank: Individuals appealing decisions of a lower tribunal. Retention and Disposal: Not determined.

Police Force Investigations and Inquiries

Location: Office of the Chairman. Legal Authority: Police Services Act, R.S.O. 1990, c.P.15, s.25(1). Information Maintained: Name, transcripts of inquiries, investigation reports, decisions and recommendations. Uses: Document the commission's decisions and recommendations. Users: Commission staff and Police Service Boards. Individuals in Bank: Individuals involved in inquiries and investigations, witnesses. Retention and Disposal: Not determined.

Special Constables Approved by Ontario Police Commission

Location: Ontario Civilian Commission on Police Services. Legal Authority: Police Services Act, R.S.O. 1990, c.P.15, s.53. Information Maintained: Individual's and agency's name, reasons for special constable appointment. Uses: Determine suitability for appointment as special constable; maintain a record of appointments. Users: Commission staff and approving authorities. Individuals in Bank: Individuals applying for special constable status. Retention and Disposal: Not determined.

STADIUM CORPORATION OF ONTARIO LIMITED

Head

President and Chief Executive Officer
Stadium Corporation of Ontario Limited
Suite 3000, 300 Bremner Boulevard
Toronto, Ontario
M5V 3B2
Telephone: (416) 341-3663

Access

Treasurer/Freedom of Information and Privacy
Coordinator
Stadium Corporation of Ontario Limited
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Toronto, Ontario
M5V 3B2
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A public reading room for the review of manuals and other information is open during regular office hours at Suite 3000, 300 Bremner Boulevard, Toronto.

Mandate

The corporation was incorporated in August 1984 under the Business Corporations Act, 1982 (Ontario), and functions as a Crown agency reporting through the Treasurer of Ontario and Minister of Economics. It is charged with responsibility for the construction, operation and maintenance of the SkyDome stadium complex located in Metropolitan Toronto and is responsible for negotiating such financial, construction and leasing agreements as are necessary or of advantage to this purpose.

Organization

The corporation's sole division includes the following functional areas: Executive; Finance; Sales and Marketing, Public Affairs and Guest Services; Administration; Legal; and Operations. Records are maintained within each area.

Divisions

All functional areas report to the President and Chief Executive Officer.

General Classes or Types of Records

Contain material associated with the development and business operations of the SkyDome entertainment, sports and hospitality centre.

Annual Financial Statements
Architectural Submissions
Board of Directors' Meetings
Calendar of Events
Contractual Arrangements
Design Competition Documents

Personal Information Banks

The following common personal information banks described in Chapter II of this directory are maintained.

Employment Application Inventory
General Employment History and Payroll Information

ONTARIO TEACHERS' PENSION PLAN BOARD

Head

Chair
Ontario Teachers' Pension Plan Board
Suite 300, 5650 Yonge Street
North York, Ontario
M2M 4H5
Telephone: (416) 226-2700

Access

Freedom of Information and Privacy Coordinator
Ontario Teachers' Pension Plan Board
Suite 400, 5650 Yonge Street
North York, Ontario
M2M 4H5
Telephone: (416) 226-2700



A public reading room for the review of manuals and other information is open from 8:00 a.m. to 5:30 p.m. Monday to Friday, on the third floor, 5650 Yonge Street, North York.

Mandate

The Ontario Teachers' Pension Plan Board (OTPPB) administers a pension plan for persons employed in education in Ontario and manages the plan's investments.

Organization

The Ontario Teachers' Pension Plan is governed by nine board members. Four of the members are government appointees and four members are appointed by the Ontario Teachers' Federation. The chair is selected mutually. The OTPPB is organized into the following divisions: President's Office, Investment, Client Services, Finance, Corporate Affairs and Communications, Management Information Services.

All divisions report to the President and Chief Executive Officer.

Divisions

President Office

Reporting to the board members, the President and Chief Executive Officer is responsible for the overall administration of the OTPPB. The functions of General Counsel and Internal Auditor also report to the President.

General Classes or Types of Records

Contain information relating to the overall management of the OTPPB and the provision of legal advice, as well as general administrative records as described in Chapter II of this directory.

Agendas and Minutes
Bylaws
Committee Records
Minutes of Executive Committees
Relations with Teachers' Associations and Government

Personal Information Banks

The following common personal information bank as described in Chapter II of this directory is maintained.

Freedom of Information and Protection of Privacy Act Requests

Investment Division

The Investment Division provides advice for the management of the plan's investments.

General Classes or Types of Records

Information relating to the investment portfolios.

Client Services Division

This division consists of the following areas: Client Services, Employer Services, Actuarial Services, Legislative Services and Client Services, Administration Departments. The Client Services Department is responsible for processing benefit applications and for answering member enquiries. Employer Services provides information to school boards and records member services and salary information. Actuarial Services selects data for the actuarial valuation and provides actuarial estimates for specific member files. Legislative Services works with the government and teacher representatives on plan changes and presents appeals to the Benefits Adjudication Committee of the OTPPB. Finally, the Client Services Administration Department manages change projects and provides the member data administration role for the OTPPB, including a descriptive definition and defining access to individual data.

General Classes or Types of Records

Information relating to member contributions, distribution of member benefits and provision of information to members.

Employer Information
 Member Basic Information
 Member Contributions/Services Credit
 Member Pensions and Benefits Records

Manuals

Issued to staff to provide procedures for administration of plan.

Member Contribution and Service Credit Data

Location: Client Services Department. Legal Authority: Teachers' Pension Act, R.S.O. 1990, c.T.1. Information Maintained: Name, address, Social Insurance Number, date of birth, sex, date of death, salary, plan contributions, employment status, Canada Pension Plan deductions, service credit history, additional purchased service credit history, transfer-in of service credit history, refund of contribution history. Uses: Maintain member records for reporting their pension benefits; respond to members' enquiries; calculate and initiate payment of benefit; process credit-out for refunds and transfers; calculate actuarial liability. Determine employee eligibility to contribute; verify correct pension deductions; create a personal work history for all eligible contributors in order to provide a future benefit; determine accurate employer contributions; maintain a history of eligible employers/employees. Users: OTPPB staff, OTPPB auditor, OTPPB actuaries. Individuals in Bank: Members. Retention and Disposal: Permanent.

Finance Division

The Finance Division provides financial management services and tax services.

General Classes or Types of Records

Accounting Policy
 Books of Account
 Financial Statements

Personal Information Banks

T-4A Slips for Pensioners
 Tax Receipts for Member Contributions for Optional Credit

Corporate Affairs and Communications Division

The Corporate Affairs and Communications Division provides human resource services including payroll administration, labour relations administrative and office

support services. The Communication Departments is responsible for the preparation and distribution of mass educational and informational communication materials to the members.

General Classes or Types of Records

Human Resources Policy Manual
 Relations With Bargaining Agent

Personal Information Banks

Personnel Records

Location: Corporate Affairs and Communications Division. Legal Authority: Teachers' Pension Act, R.S.O. 1990, c.T.1. Information Maintained: Name, address, Social Insurance Number, date of birth, sex, marital status, education, work history, performance appraisals, attendance record. Uses: Maintain a record of employee work history. Users: Manager. Individuals in Bank: Employees of the OTPPB. Retention and Disposals: Not determined.

Employee Payroll Administration

Location: Corporate Affairs and Communications Division. Legal Authority: Teachers' Pension Act, R.S.O. 1990, c.T.1. Information Maintained: Name, address, telephone number, attendance and vacation dates, yearly earnings and deduction information. Uses: Administer payroll issue T-4 slips. Users: Payroll and senior accounting staff, auditors, Revenue Canada. Individuals in Bank: Employees of the OTPPB. Retention and Disposal: Permanent record.

Management Information Services Division

The Management Information Services Division provides computer and information systems.

MINISTRY OF TOURISM AND RECREATION

Head

Minister of Tourism and Recreation
7th Floor, 77 Bloor Street West
Toronto, Ontario
M7A 2R9
Telephone: (416) 314-7760

Access

Freedom of Information and Privacy Coordinator
Ministry of Tourism and Recreation
8th Floor, 77 Bloor Street West
Toronto, Ontario
M7A 2R9
Telephone: (416) 325-6155, 325-6158



Mandate

The ministry encourages the development of a wide variety of tourist and recreational opportunities for Ontario residents and visitors. It promotes the growth of the tourism industry through marketing initiatives, financial assistance and advisory services, and through its agencies that serve the public directly. The ministry also provides resources to municipalities, provincial organizations and community groups offering sport and recreation programs.

Organization

The ministry has five divisions - Corporate Management Services, Tourism, Expositions and Attractions, Recreation, and Tourism and Recreation Operations - and includes the Communications Branch, the Corporate Policy and Strategic Planning Branch and the Legal Services Branch. The Huronia Historical Advisory Council, Old Fort William Advisory Committee, Advisory Committee on Sport Fitness and Recreation Safety, Ontario Place Corporation, and St. Lawrence Parks Commission are agencies that report to the ministry. Head office is currently in Toronto with relocation to Niagara Falls in 1994/95. The ministry maintains 22 local offices in communities across the province.

Communications Branch

The branch provides corporate communications services including the development of publications (brochures and newsletters) and the writing of speeches and letters of

greeting for the Minister and Deputy Minister. The branch promotes the ministry's work through the media and coordinates the ministry's French language services.

General Classes or Types of Records

Contain information on administration and finance, ministry programs, policies, agencies and attractions.

French Language Services

Production and Reference for Employee Newsletter

Manuals

Provide policy guidelines on print and display production, public inquiries, the use of Minister's and Deputy Minister's letters of greeting, and the purchase of creative services.

Communications Policies

Ministry Programs

Personal Information Banks

None

Corporate Policy and Strategic Planning Branch

The branch coordinates ministry strategic planning and policy items, advises the Minister and Deputy Minister on corporate policy issues, monitors relevant developments in other ministries, works with program staff to identify issues, and coordinates ministry response to inter-ministerial and government-wide issues.

General Classes or Types of Records

Contain information used in the analysis of tourism and recreation policy issues. Also include material concerning strategic planning.

Policy Development and Research

Strategic Planning

Personal Information Banks

Freedom of Information and Protection of Privacy Requests

Legal Services Branch

The branch provides general legal services to the ministry and its agencies.

General Classes or Types of Records

Contain information on legislation, regulations and Orders in Council concerning the ministry and its agencies; legal advice provided to program and support branches; and to the ministry's agencies, contracts and agreements; litigation files; and branch administration files.

Personal Information Banks

The following common personal information bank as described in Chapter II of this directory is maintained.

Litigation Files

Divisions

Corporate Management Services Division

The division is responsible for corporate accounting, financial management, information technology, purchasing services, human resources, audit services, employment equity, the head office relocation project, and protection of privacy, and ministry-wide administration including the supervision of support service agreements with other ministries and liaison with central agencies. Also acts as liaison for and representative of four of the ministry's agencies.

General Classes or Types of Records

Contain correspondence and reports on administrative, operational and management policy processes and procedures; advice to the Minister; information on program areas and agencies; finance; planning; auditing; human resources; and systems and support services. Also contain correspondence between the ministry and the government's central agencies.

Agencies, Boards, and Commissions - General
Metro Toronto Convention Centre
Ontario Lottery Corporation
Ontario Trillium Foundation
Ottawa Congress Centre

Manuals

Document ministry administrative practices and provide operating guidelines.

Ministry Administration

Personal Information Banks

Contain information required for general administrative and accounting purposes. The following common personal information banks as described in Chapter II of this directory are maintained. The Ontario Place Corporation and the St. Lawrence Parks Commission maintain their own personal information banks.

Career Planning/Training
Central Attendance Recording System (CARS)
Employment Application Inventory

Employment Equity Program
General Employment History and Payroll Information
Grievances and Applications
Identity/Employee Card
Integrated Payroll, Personnel and Employee Benefits System (IPPEBS)
Job Competitions
Library Users Lists
Medical Information (Personnel)
Ombudsman/Human Rights Commission
Parking Records
Performance Management
Travel/Expense Accounts
Workers' Compensation

Expositions and Attractions Division

This division is responsible for the planning and management of Ontario participation in international expositions held in the province. In addition, the division is responsible for the operation of historical attractions at Thunder Bay, Midland and Penetanguishene. Old Fort William in Thunder Bay is a reconstruction of the original fur trade establishment that was operated by the North West Company from 1803 to 1821. Huronia Historical Parks in Midland is a reconstruction of the 17th century Jesuit mission to the Huron people. The Huronia Naval and Military Establishments in Penetanguishene, a period military garrison, is the only reconstruction of a 19th century British naval dockyard in North America. The division is also responsible for liaison with the Ontario Place Corporation, the St. Lawrence Parks Commission, the Niagara Parks Commission and the St. Clair Parkway Commission.

General Classes or Types of Records

Contain correspondence and reports on administrative, operational and management policy processes and procedures; advice to the minister; information on program areas and agencies; finance; corporate planning; auditing; human resources; and systems and support services. Also contain correspondence between the ministry and the government's central agencies.

Agencies, Boards and Commissions - General
Huronia Historical Parks - Maintenance, Program Delivery, Promotion and Public Relations
International Expositions and Special Events
Niagara Parks Commission
Old Fort William - Advertising and Public Relations, Emergency and Security Reports, Historical Research and Collections Management

Old Fort William - Interpretive Programming
Old Fort William - Maintenance and Construction
Old Fort William - Reservations and Tour Bookings
Ontario Place Corporation
St. Lawrence Parks Commission

Personal Information Banks

Contain information relating to the activities of the Old Fort William (OFW) and Huronia Historical Parks (HHP).

Huronian Historical Parks (Interpretive and Educational Manual, Sainte-Marie Interpretive and Educational Manual, Naval and Military Establishments)
Ministry Administration Manual
Naval and Military Establishments Operations Manual
Old Fort William (Artillery Demonstration Safety, Education Canoe Safety, Information Centre Operations, Interpretive Canoe Safety, Musket Demonstration Safety, Seasonal Staff Handbook, Tour Guide Manual, Volunteer Handbook)
Sainte-Marie Operations Manual

Personal Information Banks

Contain information on public participants in the education programs at Old Fort William and the Huronia Historical Parks, including research on the descendants of the original personnel of these establishments.

HHP - Descendants of the Original Personnel

Location: Huronia Historical Parks, Historic Programs Department. Legal Authority: Ministry of Tourism and Recreation Act, R.S.O. 1990, c.M.35, s.4; Historical Parks Act, R.S.O. 1990, c.H.9, s.4 (which incorporates by reference parts of the Provincial Parks Act, R.S.O. 1990, c.P.34, s.7). Information Maintained: Genealogical data on the descendants of the original personnel who lived and worked at Sainte Marie Among the Hurons, and the Naval and Military Establishments. Uses: Identify descendants; conduct historical research on a wide range of topics; publicize the program. Users: Historic Programs Department staff, staff of Marketing and Communications Department, staff of Information Services Department, volunteer researchers for Huronia Historical Parks. Individuals in Bank: Descendants of the original personnel. Retention and Disposal: Not determined.

HHP - Incident Reports

Location: Huronia Historical Parks, Historic Programs Department. Legal Authority: Ministry of Tourism and Recreation Act, R.S.O. 1990, c.M.35, s.4; Historical

Parks Act, R.S.O. 1990, c.H.9, s.4 (which incorporates by reference parts of the Provincial Parks Act, R.S.O. 1990, c.P.34, s.7). Information Maintained: Name, address, telephone number, description of the incident. Uses: Document incidents in the event of a claim or legal issue. Users: Historic Programs Department staff, staff of Employee and Volunteer Services Departments. Individuals in Bank: Visitors injured on the sites. Retention and Disposal: Not determined.

HHP - Indemnity Files

Location: Huronia Historical Parks, Historic Programs Department. Legal Authority: Ministry of Tourism and Recreation Act, R.S.O. 1990, c.M.35, s.4; Historical Parks Act, R.S.O. 1990, c.H.9, s.4 (which incorporates by reference parts of the Provincial Parks Act, R.S.O. 1990, c.P.34, s.7). Information Maintained: Name, address, telephone number, names of parents or guardians. Uses: Indemnify the government and volunteers for claims; contact parents or guardian in case of emergency. Users: Historic Programs Department staff, security guard and maintenance staff. Individuals in Bank: Children participating in the Sainte-Marie Live-In Program. Retention and Disposal: Not determined.

HHP - Loans, Donations/Acquisitions

Location: Huronia Historical Parks, Historic Programs Department. Legal Authority: Ministry of Tourism and Recreation Act, R.S.O. 1990, c.M.35, s.4; Historical Parks Act, R.S.O. 1990, c.H.9, s.4 (which incorporates by reference parts of the Provincial Parks Act, R.S.O. 1990, c.P.34, s.7). Information Maintained: Name, address, telephone number, description of donation or loan, information concerning provenance. Uses: Maintain a record of donations and loans; recognize and publicize donors. Users: Historic Programs Department staff, staff of Information Services, Marketing and Communications, and Resource Development Departments. Individuals in Bank: Donors and lenders to the Huronia Historical parks, Sainte-Marie Among the Hurons, or the Historical Naval and Military Establishments. Retention and Disposal: Not determined.

HHP - Sainte-Marie Prize in History

Location: Huronia Historical Parks, Historic Programs Department. Legal Authority: Ministry of Tourism and Recreation Act, R.S.O. 1990, c.M.35, s.4; Historical Parks Act, R.S.O. 1990, c.H.9, s.4 (which incorporates by reference parts of the Provincial Parks Act, R.S.O. 1990, c.P.34, s.7). Information Maintained: Biographical information and resumes. Uses: Maintain a record of recipients; publicize and promote the parks. Users:

Authorized staff of Huronia Historical Parks. Individuals in Bank: Prize recipients. Retention and Disposal: Not determined.

OFW - Descendant's of the North West Company

Location: Old Fort William, Program Services Department. Legal Authority: Ministry of Tourism and Recreation Act, R.S.O. 1990, c.M.35, s.4; Historical Parks Act, R.S.O. 1990, c.H.9, s.4 (which incorporates by reference parts of the Provincial Parks Act, R.S.O. 1990, c.P.34, s.7). Information Maintained: Genealogical data on the descendants of the original personnel of the North West Company. Uses: Identify descendants; conduct historical research on a wide range of topics; publicize the program. Users: Old Fort William staff and volunteer researchers. Individuals in Bank: Descendants of the original personnel. Retention and Disposal: Not determined.

OFW - Incident Reports

Location: Old Fort William, Finance and Administration Services Department. Legal Authority: Ministry of Tourism and Recreation Act, R.S.O. 1990, c.M.35, s.4; Historical Parks Act, R.S.O. 1990, c.H.9, s.4 (which incorporates by reference parts of the Provincial Parks Act, R.S.O. 1990, c.P.34, s.7). Information Maintained: Name, address, telephone number, description of the incident. Uses: Document incidents in the event of a claim or legal issue. Users: Finance and Administration staff and Management Committee members. Individuals in Bank: Visitors injured on site or involved in incidents resulting in property damage. Retention and Disposal: Not determined.

OFW - Loans, Donations/Acquisitions

Location: Old Fort William, Program Services Department. Legal Authority: Ministry of Tourism and Recreation Act, R.S.O. 1990, c.M.35, s.4; Historical Parks Act, R.S.O. 1990, c.H.9, s.4 (which incorporates by reference parts of the Provincial Parks Act, R.S.O. 1990, c.P.34, s.7). Information Maintained: Name, address, telephone number, description of donation or loan, information concerning provenance. Uses: Maintain a record of donations and loans; recognize and publicize donors. Users: Program Services staff, Marketing and Communications staff. Individuals in Bank: Donors and lenders to Old Fort William. Retention and Disposal: Not determined.

OFW - Program Participants

Location: Old Fort William, Program Services Department, Reservations Department. Legal Authority: Ministry of Tourism and Recreation Act, R.S.O. 1990, c.M.35, s.4; Historical Parks Act, R.S.O. 1990, c.H.9, s.4 (which incorporates by reference parts of the Provincial Parks Act, R.S.O. 1990, c.P.34, s.7). Information Maintained: Name, address, medical history, permission to participate, name of parent or guardian, name and date of program. Uses: Approve program participation; mailing lists; indemnify the government and volunteers for claims; contact parents or guardians in case of emergency. Users: Program Services and Reservations staff. Individuals in Bank: Individuals accepted for programs, parents and guardians of those individuals. Retention and Disposal: Not determined.

OFW - Volunteer Records

Location: Old Fort William, Program Services Department. Legal Authority: Ministry of Tourism and Recreation Act, R.S.O. 1990, c.M.35, s.4; Historical Parks Act, R.S.O. 1990, c.H.9, s.4 (which incorporates by reference parts of the Provincial Parks Act, R.S.O. 1990, c.P.34, s.7). Information Maintained: Name, address, telephone number, age, marital status, personal interests, number of volunteer hours recorded, training records. Uses: Document the recruitment, training, placement and activities of volunteers; maintain contact with volunteers. Users: Program Services staff. Individuals in Bank: Volunteers and potential volunteers. Retention and Disposal: Not determined.

Recreation Division

The division ensures that appropriate services, programs and facilities for recreation, sports and fitness are accessible to all residents of the province; supports community leisure service agencies, sport and fitness organizations serving elite and recreational athletes, research activities, and leadership training. The division is also responsible for two agencies of the ministry: Thunder Bay Ski Jumps Ltd. and the Advisory Committee on Sport Fitness and Recreation Safety.

General Classes or Types of Records

Contain information on general administrative, financial policy and legal matters, client relations including financial assistance requests and reports, and program and project planning and reports.

Ministry of Tourism & Recreation (MTR)

Camping and Outdoor Education
Fitness Services
Grants - Provincial Sports - Governing Bodies and Physical Recreation Agencies
Liaison - Sports, Fitness and Recreation Clients
Non-Profit Camps - Grant Applications
Provincial Recreation Certification
Recreation Leadership
Recreation Services
Specialized Recreational Programs
Sports Services Correspondence
Thunder Bay Ski Jumps Ltd.
Workshops and Conferences

Manuals

Issued to all staff involved in grants administration and other assistance programs within the Provincial Recreation Program Branch and also to relevant client organizations.

Financial Assistance Guidelines
Sports Awards Criteria

Personal Information Banks

Contain information on public participation in camping, fitness, elite athletics, sports awards, and coaching programs of the ministry. Also contain information on recreation consultants and camp leadership instructors.

Camping and Outdoor Education Programs

Location: Provincial Recreation Program Branch. Legal Authority: Ministry of Tourism and Recreation Act, R.S.O. 1990, c.M.35, s.4. Information Maintained: Name, address, name(s) of sponsor(s), sponsor's evaluations. Uses: Document decisions on applications and evaluations of campers and instructors; provide sponsors with evaluations. Users: Division staff, sponsors (evaluations only). Individuals in Bank: Campers, instructors, applicants for and participants in the Ontario Camp Leadership Centre, Bark Lake. Retention and Disposal: Five years, then destroyed; select files to archives.

Corps d'Elite Ontario Awards - Nominees and Recipients

Location: Provincial Recreation Program Branch. Legal Authority: Ministry of Tourism and Recreation Act, R.S.O. 1990, c.M.35, s.4. Information Maintained: Name, address, record of service, achievements, letters of support. Uses: Determine and identify award recipients. Users: Program staff. Individuals in Bank:

Volunteers and professionals in the recreation field. Retention and Disposal: Five years, then transferred to archives.

Sports Services - Correspondence

Location: Sports and Fitness Branch. Legal Authority: Ministry of Tourism and Recreation Act, R.S.O. 1990, c.M.35, s.4. Information Maintained: Name, competition record, financial or technical assistance received. Uses: Document progress and results; record assistance requests, action taken, and follow-up. Users: Selected division staff. Individuals in Bank: Elite athletes (carded or uncarded), participants in coaching development programs, recipients and nominees for sports awards. Retention and Disposal: Five years, then destroyed.

Personal Information Banks

None

Tourism Division

The division assists the tourist industry in developing facilities and services for Ontario residents and visitors and in marketing tourism in Ontario, and acts as the government's advocate for tourism.

General Classes or Types of Records

Contain tourism promotion files, an inventory of publications, economic impact studies, financial analysis modules of various establishments, photographs, tourism statistics, and administrative material.

Advertising Projects

Assessment of Ontario's Tourist Industry
Customer Feedback Program
Financial Assistance Programs
International Travel Trade (Overseas) Promotion
MOST Program
North American Promotions
Publications and Source Material
Research Statistics
Research Studies and Profiles
Tourism Development and Improvement
Tourism Policy

Manuals

Issued to staff at Ontario Travel Centres and the head office of the Telemarketing Centre to provide direction and information concerning their areas of responsibility.

Ontario Travel Centres - Operations Manual
Travel Counselling Operations Manual

Personal Information Banks

Contain information on consumers contacting the Travel Information section concerning owners and operators of tourist establishments listed in ministry publications and responding to direct mail campaigns.

Tourist Establishments - Source Information (Tourism Division)

Location: Customer Sales and Service Section. Legal Authority: Ministry of Tourism and Recreation Act, R.S.O. 1990, c.M.35, s.4. Information Maintained: Name, address, telephone number, type of establishment, fee schedule, operating schedule. Uses: Update publications; distribute literature and information on government programs. Users: General public using publications or making inquiries to the ministry. Individuals in Bank: Operators of tourist establishments providing information for publication. Retention and Disposal: Two years, then destroyed.

Travel Inquiries and Source Material

Location: Customer Sales and Service Section. Legal Authority: Ministry of Tourism and Recreation Act, R.S.O. 1990, c.M.35, s.4. Information Maintained: Name, address, telephone number, method of contact, information and literature provided. Uses: Marketing, research and evaluation; publications; mailing lists. Users: Staff of Tourism Division. Individuals in Bank: Consumers contacting head office for travel information or responding to direct mail and advertising campaigns. Retention and Disposal: Two years, then destroyed.

Tourism and Recreation Operations Division

Through 22 field offices grouped into four regions, the division provides consulting services and channels government financial assistance to tourism and recreation clients in order to stimulate economic growth and recreational opportunities. Administers and processes grants to fund various recreation projects and processes loans to tourism clients in Ontario. It also coordinates the delivery of the Tourism Awareness and Hospitality Training Program.

General Classes or Types of Records

Contain information on applications from and licences for tourist establishments, general client-related correspondence and administration files. Also contain information on grant applications and correspondence, including detailed records of payments and approval transactions relating to each grant. Also contain information on hospitality-related program and

presentation. The following records are kept by all regional offices unless otherwise specified.

Community Recreation Centres Act - Grants (CRCA Audit)
Community Waterfront Program
Destination East
Destination North
Eastern Ontario Federal-Provincial Subsidiary Agreement (eastern region)
General Grant Programs
Grants Administration System - Grants Administration Unit Hospitality-Related Programs (including Tourism Awareness and Hospitality Training Program (head office)) - Manuals
Municipal Grants Under Regulation 517
Northern Ontario Regional Economic Development (northeastern and northwestern regions)
Northern Ontario Rural Fund (formerly Northern Ontario Rural Development Agreement (northeastern and northwestern regions))
Northern Ontario Tourist Information Centres Enhancement
Recreation Client Services
Tourist Establishments and General Administration (research, studies, statistics)

Manuals

Issued to staff to provide guidance in preparing forms and letters used in grants administration.

Consulting Guidelines for Community Recreation
Financial Assistance Program
Grants Administration Procedures

Personal Information Banks

Contain information on owners and operators of tourist establishments listed in ministry publications. Also contain information on participants of the Tourism Awareness and Hospitality Training Program.

Tourist Establishments - Source Information (Tourism and Recreation Operations Division)

Location: Regional offices. Legal Authority: Ministry of Tourism and Recreation Act, R.S.O. 1990, c.M.35, s.4. Information Maintained: Name, address, telephone number, type of establishment, fee schedule, operating schedule. Uses: Update publications; distribute literature and information on government programs. Users: General public using publications or making inquiries to the ministry. Individuals in Bank: Operators of tourist

establishments providing information for publication.
Retention and Disposal: Two years, then destroyed.

Tourism Awareness and Hospitality Training Program

Location: Head office. Legal Authority: Ministry of Tourism and Recreation Act, S.O. 1990, c.M.35, s.4.
Information Maintained: Name, address, telephone number, occupation, business address and telephone number, type of establishment. Uses: Record training. Users: Ministry personnel, contracted mailing house for the mailing of graduation certificates. Individuals in Bank: Participants in training program. Retention and Disposal: Not determined.

Affiliated Agencies

Advisory Committee on Sport Fitness and Recreation Safety

The committee advises the Minister on general policy concerning the ministry's activities in promoting safe practices in amateur sports, fitness and physical recreation programs in Ontario.

General Classes or Types of Records

Contain minutes of meetings, travel claims and general information on the committee and its members.

Personal Information Banks

Contain information on committee members.

Advisory Committee on Sport Fitness and Recreation Safety - Committee Members

Location: Advisory Committee on Sport Fitness and Recreation Safety. Legal Authority: Order in Council 1146/88. Information Maintained: Names, addresses. Uses: Maintain a record of committee membership. Users: Minister's office staff, Safety Leadership Office staff. Individuals in Bank: Appointed members. Retention and Disposal: Current information retained; outdated information sent to archives.

Huronian Historical Advisory Council

On behalf of the Huronia region and under the terms of the 1964 agreement between the province and the Jesuit Fathers of Upper Canada Holding Corporation, the volunteers appointed to the council report to the minister on two historic sites - Sainte-Marie Among the Hurons (Midland) and the Historic Naval and Military Establishments (Penetanguishene). The council promotes tourism in Huronia and Huronia's history and culture.

General Classes or Types of Records

Contain minutes of meetings, travel claims, correspondence and general information on the council.

Personal Information Banks

Contain information on council members.

Huronian Historical Advisory Council

Location: Huronia Historical Parks, General Manager's Office. Legal Authority: Ministry of Tourism and Recreation Act, R.S.O. 1990, c.M.35, s.4; Historical Parks Act, R.S.O. 1990, c.H.9, s.4 (which incorporates by reference parts of the Provincial Parks Act, R.S.O. 1990, c.P.34, s.7). Information Maintained: Curriculum vitae. Uses: Maintain a record of council membership; appoint new members. Users: Premier's Office, Executive Secretary of the Council. Individuals in Bank: Appointed members past and present. Retention and Disposal: Not determined.

Old Fort William Advisory Committee

The committee advises the minister on general policy concerning Old Fort William's capital development and program expansion. It works to build community awareness and an understanding of Ontario's fur trade heritage.

General Classes or Types of Records

Contain information on travel, hospitality, general administration, and minutes of meetings.

Personal Information Banks

Contain information on appointments and resumes of committee members.

Old Fort William Advisory Committee Members

Location: Old Fort William. Legal Authority: Ministry of Tourism and Recreation Act, R.S.O. 1990, c.M.35, s.4; Historical Parks Act, R.S.O. 1990, c.H.9, s.4 (which incorporates by reference parts of the Provincial Parks Act, R.S.O. 1990, c.P.34, s.7). Information Maintained: Name, address, correspondence concerning committee members, related information. Uses: Maintain record of all members. Users: Old Fort William head office staff. Individuals in Bank: Committee members. Retention and Disposal: One year after file closed, then destroyed.

Ontario Place Corporation

The corporation operates a 39-hectare cultural, entertainment and recreation complex on the Toronto waterfront. Facilities include exhibition pavilions,

outdoor entertainment venues, movie theatres, a marina, water-based attractions, an historic tribal-class destroyer, a children's play area, restaurants, snack bars, boutiques, picnic areas, and function and banquet facilities.

General Classess or Types of Records

Contain information concerning the corporation's management, administration, development, programs, operations, and resources.

Concessions

Finance and Administration

Maintenance and Construction

Marketing and Public Relations

Operations

Programs and Entertainment

Personal Information Banks

The following common personal information banks as described in Chapter II of this directory are maintained.

Career Planning/Training

Central Attendance Recording System (CARS)

Employment Application Inventory

Employment Equity Program

General Employment History and Payroll Information

Grievances and Applications

Identity/Employee Card

Integrated Payroll, Personnel and Employee Benefits System (IPPEBS)

Job Competitions

Medical Information (Personnel)

Ombudsman/Human Rights Commission

Performance Management

Travel Expense Accounts

Workers' Compensation

Also contain information on contracts and agreements.

Contracts and Agreements - Ontario Place

Location: Ontario Place Corporation. Legal Authority: Ontario Place Corporation Act, R.S.O. 1990, c.O.34, s.8. Information Maintained: Name, address, personal and financial information related to all contracts and agreements between the corporation and its clients and suppliers. Uses: Reference, future planning, negotiating agreements. Users: Management staff. Individuals in Bank: Entertainers, performers, consultants, concessionaires, research participants, promoters. Retention and Disposal: Eight years, then destroyed.

Customer Complaints - Ontario Place

Location: Ontario Place Corporation. Legal Authority: Ontario Place Corporation Act, R.S.O. 1990, c.O.34, s.8. Information Maintained: Names and addresses of persons registering service complaints at Ontario Place. Uses: Operational assessment. Users: Management, supervisory staff. Individuals in Bank: Park visitors. Retention and Disposal: Three years, then destroyed.

Incidents and Occurrences - Ontario Place

Location: Ontario Place Corporation. Legal Authority: Ontario Place Corporation Act, R.S.O. 1990, c.O.34, s.8. Information Maintained: Names and addresses of individuals involved in accidents, description of injuries, complaints, vandalism, public disturbance, trespass, parking violations and other unlawful or prohibited activities. Uses: Operational assessment; potential litigation. Users: Management, supervisory staff, Ontario Provincial Police, Metro Police, government and Risk Management staff, insurance adjusters. Individuals in Bank: Park visitors, staff. Retention and Disposal: Six years, then destroyed.

Marina Boaters - Ontario Place

Location: Ontario Place Corporation. Legal Authority: Ontario Place Corporation Act, R.S.O. 1990, c.O.34, s.8. Information Maintained: Name, address, details of boats, contract, passes. Uses: Collect fees; mail applications; issue passes. Users: Administrative and internal audit staff. Individuals in Bank: Boaters renting space from the Ontario Place Marina. Retention and Disposal: Two years, then destroyed.

Market Research Surveys - Ontario Place

Location: Ontario Place Corporation. Legal Authority: Ontario Place Corporation Act, R.S.O. 1990, c.O.34, s.8. Information Maintained: Names and addresses of volunteer survey respondents. Uses: Possible follow-up research out-of-season. Users: Management, support staff. Individuals in Bank: Park visitors. Retention and Disposal: Two years, then destroyed.

Seasonal Passes - Ontario Place

Location: Ontario Place Corporation. Legal Authority: Ontario Place Corporation Act, R.S.O. 1990, c.O.34, s.8. Information Maintained: Names and addresses of season pass recipients. Uses: Pass distribution; corporation mailings; statistical reports. Users: Management, support staff. Individuals in Bank: Service

people, sponsors, government officials, board members, business associates. Retention and Disposal: Five years, then destroyed.

St. Lawrence Parks Commission

The commission operates and maintains parks, campgrounds, recreational facilities and historic sites along the St. Lawrence River from the Quebec border to just west of Kingston. Historic attractions include Fort Henry and Upper Canada Village. Among the facilities are a marina, a wildfowl sanctuary, a golf course, and nature and recreation trails.

General Classes or Types of Records

Contain administrative and financial records, information on program delivery, marketing and promotion, planning and development, facility operation and maintenance, and historical records including an inventory of artifacts.

Historical and Research Files

Marketing and Promotion

Operation and Maintenance

Planning and Development

Program Operation and Delivery

Manuals

Issued to staff to provide direction and information to assist in performance of duties.

Customer Services Manual

Employee Orientation Guide

Fort Henry Standard Operating Procedures

St. Lawrence Parks Commission Personnel Manual

Visitor Service Manual

Personal Information Banks

The following common personal information banks as described in Chapter II of this directory are maintained.

Career Planning/Training

Central Attendance Recording System (CARS)

Employment Application Inventory

Employment Equity Program

Freedom of Information and Protection of Privacy Act Requests

General Employment History and Payroll Information
Grievances and Applications

Identity/Employee Card

Integrated Payroll, Personnel and Employee Benefits System (IPPEBS)

Job Competitions

Medical Information (Personnel)

Ombudsman/Human Rights Commission

Performance Management

Travel/Expense Accounts

Workers' Compensation

Model Release Form

Camping and Vehicle Permits and Reservations

Location: Administration Office and individual parks offering camping and/or reservations. Legal Authority: St. Lawrence Parks Commission Act, R.S.O. 1990, c.S.24, s.5. Information Maintained: Name, address, vehicle licence number. Uses: Reserve campsites; authorize permit holders and members of party to occupy the designated campsite until the departure date; emergency or enforcement purposes. Users: Park workers, park superintendents, finance staff. Individuals in Bank: Individuals reserving or occupying campsites within the St. Lawrence Parks Commission. Retention and Disposal: Seven years, then destroyed.

Contracts and Agreements

Location: Administration Office. Legal Authority: St. Lawrence Parks Commission Act, R.S.O. 1990, c.S.24, s.5. Information Maintained: Name, address, telephone number, personal and financial information related to contracts and agreements between the commission and its clients and suppliers. Uses: Maintain a record of contracts and agreements. Users: Management staff. Individuals in Bank: Concessionaires, land users, contractors, consultants. Retention and Disposal: Eight years after termination, then destroyed.

Incident and Accident Records

Location: Administration Office. Legal Authority: St. Lawrence Parks Commission Act, R.S.O. 1990, c.S.24, s.5. Information Maintained: Name, address, telephone number, medical information insurance company name and address, lawyer's name and address. Uses: Record incidents and accidents involving Ontario government vehicles and facilities. Users: Managers, security and first-aid officers. Individuals in Bank: Commission employees, private citizens. Retention and Disposal: Seven years after settlement, then destroyed.

Land Management

Location: Administration Office. Legal Authority: St. Lawrence Parks Commission Act, R.S.O. 1990, c.S.24, s.5. Information Maintained: Name, address, telephone number, lease number, building permit number, property description, easements, inspection reports, township bylaws. Uses: Maintain a record of all transactions and existing land ownership of commission. Users: Planning

and Design Office. Individuals in Bank: Property owners, municipalities. Retention and Disposal: Twenty-five years or on expiry date of permit, then destroyed.

Marina Boaters

Location: Administration Office and Chrysler Park Marina. Legal Authority: St. Lawrence Parks Commission Act, R.S.O. 1990, c.24, s.5. Information Maintained: Name, address, telephone number, licence number, insurance company and policy number. Uses: Collect fees; mail applications for docking and storage. Users: Administrative and marina staff. Individuals in Bank: Boaters renting space from the Chrysler Park Marina. Retention and Disposal: Two years, then destroyed.

Season Passes

Location: St. Lawrence Parks Commission. Legal Authority: St. Lawrence Parks Commission Act, R.S.O. 1990, c.24, s.5. Information Maintained: Name, address, telephone number, driver's licence number. Uses: Authorize pass holders to use commission facilities. Users: Commission staff. Individuals in Bank: Pass holders. Retention and Disposal: One year, then destroyed.

MINISTRY OF TRANSPORTATION

Head

Minister of Transportation
3rd Floor, Ferguson Block
77 Wellesley Street West
Toronto, Ontario
M7A 1Z8
Telephone: (416) 327-9200

Access

Freedom of Information and Privacy Coordinator
Ministry of Transportation
Main Floor, East Building
1201 Wilson Avenue
Downsview, Ontario
M3M 1J8
Telephone: (416) 235-4607

A public reading room for the review of manuals and other information is open during regular office hours in the Library Services Unit, Room 129, Central Building at 1201 Wilson Avenue, Downsview, telephone: (416) 235-4546.

Mandate

The ministry develops and maintains Ontario's highway system; provides subsidies for municipal roads and transit; develops policy for the province's air, rail and marine programs; licenses drivers and motor vehicles; promotes vehicle and road safety; and regulates the trucking and bus industries.

Organization

The ministry's head office is in Downsview with program delivery through regional and district offices. In addition, certain agencies, boards and commissions report directly to the Minister.

Divisions

Office of the Deputy Minister

The Deputy Minister is responsible for the overall administration, supervision and coordination of the ministry's activities. Internal Audit Branch, Legal Services Branch and Relocation Office report to the Deputy Minister.

General Classes or Types of Records

Contain information on ministry management, strategic planning, and the provision of information to the general public. Also contain general administrative records as described in Chapter II of this directory.

Ministry Insurance Policies

Municipal Traffic Bylaws

Public and Safety (inventory of publications available)

Slides and Negatives (various ministry-related subjects)

Strategy Development and Policy Planning (SPS)

Studies on Social, Economic, Institutional and Technological Developments Including Surveys of the Public (as they relate to the ministry)

Vehicle Safety and Fuel Economy (16mm films)

Manuals

None

Personal Information Banks

None

Corporate Services Division

The Office of the Assistant Deputy Minister, Corporate Services Division is responsible for financial, human resources, purchasing and supply, legal claims, general office support services, the development of computer based systems, French language services, the Employee Incentive Program and the Management Employee Group. Ministry operations are supported by the following branches: Financial Services, Information Systems, Human Resources, Supply and Services, and Corporate Review Research and Development in Transportation Projects.

General Classes or Types of Records

Contain information on tenders, auctions and government vehicles. Also contain general administration records as described in Chapter II of this directory.

Contracts and Tenders

Management Employee Group (research, issues and committees)

Ministry Asset Disposal (sales and auctions)

Ontario Vehicles and Fuel Purchasing

Qualification Rating System for Contractors

Service Centre Administration

Manuals

Issued to branch staff concerning financial policies and procedures, human resources management, purchasing, tendering procedures, legal claims and general administration. Policy directives and circulars are issued to all staff.

Finance
General Administration
Ministry of Transportation Directives
Personnel
Supply and Services

Personal Information Banks

The following common personal information banks as described in Chapter II of this directory are maintained.

Career Planning/Training
Central Attendance Recording System (CARS)
Employment Application Inventory
Employment Equity Program
General Employment History and Payroll Information
Grievances and Applications
Human Rights Commission
Identity/Employee Card
Integrated Payroll, Personnel and Employee Benefits System (IPPEBS)
Job Competitions
Medical Information (Personnel)
Parking Records
Performance Management
Relocation/Redeployment
Travel/Expense Accounts
Workers' Compensation
Workplace Discrimination and Harassment Prevention

Also contain information relating to all legal claims, employee relocation and human resources, and used for general administrative purposes.

Contain information relating to all legal claims handled by the ministry's of Financial Services Branch.

Legal Claims (accident, damage or injury)

Location: Financial Services Branch. Legal Authority: Claims by the ministry - Highway Traffic Act, R.S.O. 1990, c.H.8. s.199(3); claims against the ministry - voluntary. Information Maintained: Name, address, type of claim, police reports. Uses: Assist the government in recovering costs of damage to Crown property; defend claims made against the government. Users: Financial Services Branch staff, the Crown's insurers and their agents involved in claims. Individuals in Bank: Individuals involved with the ministry. Retention and Disposal: Seven years after settlement of claim, then destroyed.

Home-Owner Employee Relocation Plan

Location: Financial Planning and Evaluation Branch. Legal Authority: Public Service Act, R.S.O. 1990, c.P.47, s.4, s.24(d); R.R.O. 1980, Reg. 881, s.4(1). Information Maintained: Name, address, telephone numbers, job classification, salary, property price, signature, details of liens or mortgages. Uses: Record an employee's interest in entering the program; guarantee the price of his/her property. Users: Financial Branch staff. Individuals in Bank: Ministry employees being relocated and needing to sell their homes. Retention and Disposal: Not determined.

Human Resources Inventory

Location: Human Resources Branch. Legal Authority: Public Service Act, R.S.O. 1990, c.P.47, s.25(1). Information Maintained: Name, employee number, Social Insurance Number, date of birth, job classification, education, employment history. Uses: Maintain an inventory of ministry personnel; career development purposes (promotions and competitions). Users: Human Resources staff, Corporate Management Committee, senior executives and managers. Individuals in Bank: Ministry employees (job classification level 12 and up). Retention and Disposal: Not determined.

Customer Service and Communications Division

The primary role and mandate of the Customer Service and Communications Division is to lead, direct and support the collection and analysis of information on the public's perspectives so that the development and delivery of policy and program will be informed by those perspectives and oriented to them.

General Classes or Types of Records

Communication Plans
Fact Sheets
Legislative Statements
New Releases
Photos/Videos
Speeches
Various Safety/Education/Information Publications

Manuals

Freedom of Information and Protection of Privacy
Procedures Manual

Personal Information Banks

Freedom of Information and Protection of Privacy Act Requests
Identify/Employee Card
Library Users List
Ombudsman

Planning Division

The Office of the Assistant Deputy Minister, Planning is responsible for all aspects of transportation planning for the province. This includes the development of strategic multi-modal and multi-jurisdictional transportation plans for the movement of people and goods in all parts of Ontario, the formulation of strategies to guide investments in all transportation modes, the development of funding strategies for capital investments and support of our transportation industry through research and development. The division is also responsible for administering the municipal roads and transit transfer payment programs.

General Classes or Types of Records

Local Roads Boards and Statute Labour Board
Major Planning Initiatives in the GTA and Elsewhere in the Province (reports, studies, statistics)
Municipal Roads - Connecting Link and Development Roads (designations and funding)
Municipal Roads Inventory Data (needs appraisals, annual returns, subsidies/expenditures, distance reports)
Municipal Transit (services and products) Files and Reports
Municipal Transit (subsidies and policy) Files and Manuals
Ontario Urban Transit Fact Book - Conventional
Ontario Urban Transit Fact Book - Specialized Services
Provincial Highways Inventory Management System - Roads, structures, reports
Transportation Energy Efficiency (operations, projects)
Transportation Energy Program (fleet listings and mailing lists)
Transportation Technology Development (project files, reports, working papers)
Transportation Demand (study/survey reports and files)
Transportation Demand (land use/demographic computer files)
Transportation Demand (travel survey computer files)

Manuals

A Guide for Completing County and Regional Road Systems Bylaws
A Guide for Township Road Superintendents
A Guide to Subsidy Policy, Municipal Roads Program

Commercial Vehicle

Deficiency Maps

Guidelines for Inspection, Evaluation and Rehabilitation for Existing Bridges

Highway Connecting Link Manual

Highway Inventory Select Information

Instructions in Accounting Municipal Roads

Inventory Manual - Municipal Roads and Railway Level Crossings

Local Roads Boards, A Guide for Secretary-Treasurers Methods and Inventory Manual - Road Management Plan for Small Lower Tier Municipalities

Municipal Program Analysis of Rehabilitation Systems

Municipal Tendering Procedures

Municipal Transit Manual - Conventional

Municipal Transit Manual for Specialized Services

Ontario Heritage Bridge Program

Subsidies for Grants Available - Municipal Roads

Transportation Energy Analysis

Transportation Energy Analysis

Personal Information Banks

Contain information on registrants in the Share-A-Ride ride sharing program at various provincial government locations. The program is designed to reduce the number of vehicles on the roads and to help save energy.

Share-A-Ride Matching System

Location: Transportation Technology and Energy Branch. Legal Authority: Voluntary. Information Maintained: Name, address, telephone numbers, hours of work, employer and commuting characteristics. Uses: Help set up ride sharing arrangements for provincial government employees by producing lists of possible carpool partners or vanpool operators. Users: Share-A-Ride staff and individuals seeking ride sharing arrangements. Individuals in Bank: Employees of the provincial government seeking carpool or vanpool arrangements. Retention and Disposal: One year then, if not updated, deleted.

Policy Division

The Office of the Assistant Deputy Minister, Policy is responsible for developing, evaluating and communicating sound transportation policies, in support of the government's and ministry's objectives. The division has three branches - Corporate Policy, Passenger Transportation Policy and Freight Transportation Policy; and their supporting offices - Activity Review, Transportation Industry and Support, and Local Airport Authority Task Group.

General Classes or Types of Records

Contain information on projects, policy planning and development, strategic management, research, and studies related to municipal, rural, intercity and provincial transportation. Subjects covered include air, marine, rail, and municipal roads and transit services information for both passengers and freight.

Air Carrier Service (fares and information)
 Air Services (survey data, statistical data and projects)
 Airport/Heliport (construction, maintenance, and management)
 1990 Commercial Vehicle Survey, Queen Elizabeth Way
 Environmental Influence on Freight Transportation Policy
 Intercity Passenger Transportation (policy, projects and surveys)
 Marine Transportation (studies, reports and issues)
 Rail Transportation Service (reports, legislation and regulation)
 Strategy Development and Policy Planning
 Transportation of Goods (policies and projects)

Manuals

Issued to staff as procedural and implementation guidelines.

Municipal Airport Development Program - Subsidy Policy and Procedures
 Municipal Airports (maintenance, operations and management)
 Remote Airports Program - Policy and Standards

Owner-Operator Business Skills Survey

Location: Freight Transportation Policy Branch. Legal Authority: Voluntary. Information Maintained: Name, address, age, education comments, numbers of years operated, number of trucks operated, home base, type of operation, area of operation, business skills, business skills required, money willing to pay for training, time willing to put toward training, availability, spouse's participation in business. Uses: Determine what business skills owner-operators require. Users: Staff of Freight Transportation Policy Branch. Individuals in Bank: Commercial vehicle owner-operators. Retention and Disposal: Up to 10 years on computer database, then destroyed.

Quality and Standards Division

The Office of the Assistant Deputy Minister, Quality and Standards has overall responsibility for the management

of the Quality and Standards function, including the development of policies, procedures, standards and systems for resource allocation; the provision of technical engineering expertise; and the monitoring and assessment of results. The division consists of the Transportation Engineering and Standards Branch, the Transportation Operations Branch, the Research and Development Branch and the Acquisition Standards Branch.

General Classes or Types of Records

Cartography (working files and maps)
 Contract Management Files
 Engineering Materials (test results and files)
 Environmental Assessment Files
 Estimating and Engineering Claims Files
 Freeway Traffic Management System Files, Reports and Studies
 Ground Surveys, Drawings and Photos
 Highway Corridor Protection and Control Files, Reports and Studies
 Highway Design, drainage and Hydrology
 Highway Engineering Research and Development
 Highway Photographic Inventory
 Maintenance Materials Files, Reports and Studies
 Mineral Aggregate Inventory Data Bank Foundation
 Investigation Reports
 Ministry Equipment Specifications and Design Files
 Permanent Counting Station Reports
 Properties
 Provincial Highway Accident Reports and Data Files
 Structural Design/Standards of Bridges and Retaining Walls Files
 Surveys and Plans Policies and Operations
 Traffic Management and Control (signs, signals, speed limits)
 Traffic Volume Data File
 Vehicles and Equipment (operations and history)

Manuals

Manuals are provided for the guidance of staff with respect to standards for design, construction and maintenance, operating procedures, equipment maintenance, property purchase and other policies and procedures.

Corridor Control
 Equipment
 Fee Appraiser's Handbook
 Highway Construction Practices and Potential Environmental Concerns
 Intersection Study Procedure Guide

Ministry of Transportation (MTO)

Maintenance
Property Manual
Traffic

Personal Information Banks

None

Safety and Regulation Division

Through legislation and regulation, the Office of the Assistant Deputy Minister, Safety and Regulation promotes highway safety and ensures the safe movement of people and goods. The Licensing and Control Branch regulates and licenses both drivers and vehicles as well as licensing motor vehicle inspection stations. The Safety Policy Planning Branch develops highway safety policies and conducts research on safety related issues. The Compliance Branch is responsible for ensuring compliance with the legislation, investigations and the licensing of commercial carriers.

General Classes or Types of Records

Contain information on driver and vehicle policies, highway carriers, bus and truck policies, vehicle weights, sizes and goods, legislation compliance investigations, systems development, driver training, highway safety, and highway safety research.

Annual Statistics - Drivers
Annual Statistics - Motor Vehicle Collisions
Annual Statistics - Vehicles (types, registrants, etc.)
Bus Transportation Policies
Canadian Agreement on Vehicle Registration (CAVR)
Program (operation of a vehicle in two or more jurisdictions)
Driver and Vehicle Licence Office
Driver and Vehicle Operational Policy
Driver and Vehicle Operational Program Control
Driver Examination Centres Licence Issuing Report
Driving Instructors
Garage Licences, Applications and Cancellations
Highway Carrier Inspections and Legislation Compliance
Highway Carrier Licensing and Information
Highway Safety Initiatives and Policies
Correspondence
Log of Licence Plate and Driver Record Searches
Ministry of Revenue Sales Tax Records
Systems Development, Improvement and Support
Trip Permits Information and Support
Truck Transportation Policy
Vehicle Standards, Specifications, Inspection and Investigations

Manuals

Issued to staff involved in driver licensing, vehicle registration, driver examination and counselling, inspection and equipment operation. Provide detailed procedures, guidelines and policies to be followed in administering safety and regulation programs.

Automated Driver Exchange
Carrier Policy
Carrier System
Classification and Reporting of Motor Vehicle Accidents
Distributed Automated Booking System
Driver Improvement Counsellor
Driver Policy
Equipment
Financial Control
Field Support
Highway Carrier Enforcement Procedures
Licensing Operations
Oversized/Overweight
Photo Licensing - Field Operations
Prorate
Support Services
Vehicle Inspection Enforcement Procedures
Vehicle Policy
Vehicle Registration

Personal Information Banks

Contain correspondence relating to the licensing of drivers or vehicles in order to respond to inquiries. Driver's licence source documents, driver's medical case files and court documents are also maintained. Information on driver- and vehicle-related activities that are not part of a public record or a general record series are contained in personal information banks.

Accident Claims - Suspension Documents

Location: Driver Improvement Office. Legal Authority: Motor Vehicle Accident Claims act, R.S.O. 1990, c.H.8, s.4(6). Information Maintained: Name, address, driver's licence number and relevant court documents to suspend drivers under this act. Uses: Record the request of the Motor Vehicle Accident Claims Fund for action against an individual indebted to the fund. Users: Designated Licensing and Control Branch staff. Individuals in Bank: Individuals under review for non-payment or who are currently in the process of paying a motor vehicle accident claim. Retention and Disposal: Paper retained two years, then destroyed; microfilm retained indefinitely.

Criminal Records - Search Reports

Location: Licensing and Control Branch. Legal Authority: Highway Traffic Act, R.S.O. 1990, c.H.8, s.32 and s.58; R.R.O. 1980, Reg. 462, s.6. Information Maintained: Name, address, date of birth, sex, height, eye colour, vision, driver's licence number, restrictions/endorsements and report of criminal record. Uses: Determine eligibility for a school bus driver's licence or driving instructor's licence. Users: Driver Review and Control staff. Individuals in Bank: Individuals applying for school bus driver's licence, classes B and E or a driving instructor licence. Retention and Disposal: After decision made, file microfilmed and paper copy destroyed; microfilm retained indefinitely.

Driver Improvement Counselling - Interview Records

Location: Licensing and Control Branch. Legal Authority: Highway Traffic Act, R.S.O. 1990, c.H.8, s.32(12); O. Reg. 359/81, s.4. Information Maintained: Name, address, driver's licence number, date of birth, copy of driving record and driver's interview results. Uses: Review results of demerit point interviews and make recommendations. User: Driver Review and Control analysts, manager, deputy registrar and registrar. Individuals in Bank: Individuals whose driving record is under review due to demerit point accumulation. Retention and Disposal: Paper retained several months; microfilm retained indefinitely.

Driver's Licences - Source Documents

Location: Licensing and Control Branch. Legal Authority: Highway Traffic Act, R.S.O. 1990, c.H.8; R.R.O. 1980, Reg. 462, s.14. Information Maintained: Name, sex, date of birth, address, driver's licence number, any conditions or endorsements, the original application, renewal, replacement and amendment documents. Uses: Produce a driver's licence. Users: Authorized branch staff. Individuals in Bank: Individuals applying for a driver's licence (original, renewal or replacement). Retention and Disposal: Paper retained one month, microfilmed, then destroyed; microfilm retained ten years, then destroyed.

Drivers and Vehicles - Correspondence Files

Location: Licensing and Control Branch. Legal Authority: Voluntary. Information Maintained: Name, address, driver's licence number or vehicle plate number, or copy of driving record. Uses: Provide information for enquiries and evidence in court; update or correct records. Users: Branch staff. Individuals in Bank: Individuals making enquiries regarding driver's or

vehicle licences, or their driving record. Retention and Disposal: Correspondence concerning drivers - paper retained one month, microfilm retained five years, then destroyed; correspondence concerning vehicles - paper retained five years, then destroyed; driver-improvement records retained until file closed, then microfilmed onto the driving record.

Drivers' Medical Case Files

Location: Licensing and Control Branch. Legal Authority: Highway Traffic Act, R.S.O. 1990, c.H.8, s.203(3), s.204(3) and s.32(15); R.R.O. 1990, Reg. 462, s.11(a). Information Maintained: Name, address, driver's licence number, date of birth, medical information and vision test results. Medical Advisory Committee and Licence Suspension Appeal Board recommendations and decisions. Uses: Conduct vision and/or medical review/evaluation on a driver to ascertain if a licence should be issued, suspended or renewed. Users: Driver Review and Control staff, Medical Advisory Committee members, Licence Suspension Appeal Board, deputy registrar and registrar. Individuals in Bank: Individuals requiring a medical certificate for a driver's licence or licence renewal, requesting a waiver of medical standards for a classified driver's licence. Retention and Disposal: Paper retained until file closed; microfilm retained indefinitely.

Driver-Related Court Documents (including appeals and judgments)

Locations: Licensing and Control Branch. Legal Authority: Highway Traffic Act, R.S.O. 1990, c.H.8, s.198. Information Maintained: Name, address, driver's licence number, court decisions, appeals and judgments. Uses: Maintain up-to-date records of driver's licence status. Users: Driver Review and Control staff. Individuals in Bank: Individuals receiving a suspension or conviction, or appealing a judgment. Retention and Disposal: Paper retained two years; microfilm retained indefinitely.

NSF Cheques

Location: Licensing and Control Branch. Legal Authority: Highway Traffic Act, R.S.O. 1990, c.H.8; R.R.O. 1990, Reg. 462, s.17. Information Maintained: Name, address, vehicle permit and/or driver's licence numbers, telephone number, copy of NSF cheque. Uses: Collect revenues owing; suspend driver's licence and/or vehicle permit; and/or deny certain transactions pending payment. Users: Licensing Operations and Licensing Assistance staff, Financial branch staff, audit staff.

Individuals in Bank: Individuals whose cheques have been returned NSF to the ministry for payment of driver's licence and/or vehicle registration fees.

Retention and Disposal: When closed, file microfilmed and paper copy destroyed; microfilm retained 10 years, then destroyed.

No-Fault Collisions - Occurrence Reports

Location: Licensing and Control Branch. Legal

Authority: Highway traffic Act, R.S.O. 1990, c.H.8, s.205. Information Maintained: Name, address, driver's licence number, occurrence of reportable collisions.

Uses: Maintain completeness of driving records; evaluate complete driving records in driver-counsellor interviews.

Users: Licensing and Control Branch staff, Driver Improvement counsellors. Individuals in Bank: Drivers involved in reportable collisions to whom police collision reports attribute no fault. Retention and Disposal: Not determined.

Permanently/Temporarily Valid-Without-Photo Driver's Licences - Applications

Location: Licensing and Control Branch. Legal

Authority: Highway Traffic Act, R.S.O. 1990, c.H.8, s.6. Information Maintained: Name, address, driver's licence number, driving record, correspondence, driver's religious beliefs, religious organization to which driver belongs, sworn affidavit from religious leader confirming person's beliefs. Uses: Determine eligibility for permanent or temporary valid-without-photo status.

Users: Operational Policy staff, Licensing Assistance staff, Legal Office, Licensing and Control senior management. Individuals in Bank: Individuals applying for Permanently/Temporarily Valid-Without-Photo driver's licences. Retention and Disposal: Paper retained five years; microfilm retained 10 years, then destroyed.

Refund Records

Location: Licensing and Control Branch. Legal

Authority: Highway Traffic Act, R.S.O. 1990, c.H.8, s.5(5); R.R.O. 1990, Reg. 462, s.17 and s.18.

Information Maintained: Name, address, driver's licence number, plate number, telephone number, amount of refund and reason for refund. Uses: Record refunds issued for record searches, accident reports, and other driver- or vehicle-related fees. Users: Licensing Operations and Revenue Control staff, Financial Branch staff and Ministry of Treasury and Economics accountants. Individuals in Bank: Individuals requesting a refund. Retention and Disposal: When closed, file microfilmed and paper copy destroyed; microfilm retained 10 years, then destroyed.

School-Bus Drivers and Driving Instructors - Interview records

Location: Licensing and Control Branch. Legal

Authority: Highway Traffic Act, R.S.O. 1990, c.H.8, s.32 and s.58; R.R.O. 1990, Reg. 462, s.6. Information

Maintained: Name, address, copy of driving record, criminal record, counsellor's interview report. Uses: Determine an applicant's eligibility for a class B, E or driving instructor licence. Users: Driver Improvement staff and deputy registrar. Individuals in Bank: School bus driver/driver instructors applicants rejected for a class B, E or driving instructor licence. Retention and Disposal: Paper retained up to one year; microfilm retained indefinitely.

Young Offenders' Files

Location: Licensing and Control Branch. Legal

Authority: Young Offenders Act, R.S.C. 1980-81-83, c.110. Information Maintained: Name, address, driver's licence number, driving convictions. Uses: Young offenders' files of convictions and driver's licence status are flagged to protect drivers under the age of 18. Users: Branch staff. Individuals in Bank: Convicted drivers aged 16 and 17. Retention and Disposal: When driver becomes 18 years of age, file becomes part of public record. File is maintained for five years then destroyed.

Operations Division

The Office of the Assistant Deputy Minister, Operations has the delivery of transportation programs, products and services across the province, and includes the responsibility for the overall responsibility for the development of policies, procedures and systems for resource allocation amongst the regions and districts. The division consists of the Resources Management Branch in head office and the decentralized delivery through five regional areas, including 18 engineering districts, and 15 driver and vehicle districts.

General Classes or Types of Records

Records are maintained in head office, related to the equitable distribution of resources and records of their use.

Annual Road Construction Programs - Computer Listing (PIMS)

Construction Resources Evaluation Program (CREP) - Computer Listing

Highway Program Project Files

Manuals

None

Personal Information Banks

None

Regions and Districts

Regions and districts perform program delivery functions for the Operations, Policy, Planning, Safety and Regulation programs and, in northwest region only, the Air Program. Each of the five regions is responsible for a defined geographic part of the province. Some functions are performed at the regional level, while others are delivered at the district level. Each region is divided into both Provincial Highways and Driver and Vehicles Districts.

General Classes or Types of Records

Contain information on construction plans and records, driver and vehicle regulation, commercial vehicle inspection and investigations, audits on commercial carriers, motor vehicle inspection and investigations, audits on commercial carriers, motor vehicle inspections, surveys and plans, geotechnical aspects (e.g., pavement conditions and soils), structural and highway designs, property ownership and boundaries, traffic management, subsidies to municipalities; and planning and allocation of ministry resources.

Asset Disposal

Compass, Contracts, Tenders

Construction Tenders, Work Orders, Plans, Schedules and Reports

Driver Examination Centres (operations and production)

Electrical Design

Employees' Training Plan

Employment Equity Plan

Engineering Services

Highway Pavement Conditions, Drainage and Hydrology

Highway Planning and Design

Highway Strip, County Site and Militia Maps

Land/Transfer/Acquisition

Long-Term Municipal Transportation

Maintenance Inspectors' Reports

Maintenance Work Orders

Ministry Agreements (re permits, property, maintenance, utilities)

Municipal Roads Subsidies

Remote Airports Construction and Maintenance (northwest region only)

Resource Planning, Construction and Maintenance Scheduling

Road Needs

Staff Safety

Structural Reports and Inventory

Traffic Management Records (signs, signals and traffic count data)

Vehicle Inspection

Winter Maintenance and Sanding/Salting Reports

Manuals

Provide detail procedures, guidelines and policies.

Drive Vehicle

Equipment

Finance

General Administration

Maintenance

Ministry of Transport directives

Personnel

Procedure

Supply and Services

Traffic

Contain information or negotiations with individual owners for the acquisition of property for transportation requirements and information relating to the licensing, testing and counselling of drivers. Used by ministry staff for driver controlled and improvement purposes.

Personal Information Banks

The following common personal information banks as described in Chapter II of this directory are maintained.

Central Attendance Recording Systems (CARS)

Employment Application Inventory

Freedom of Information and Protection of Privacy Act Requests

General Employment History and Payroll Information

Grievance and Applications

Identity/Employee Card

Integrated Payroll, Personnel and Employee Benefits System (IPPEBS)

Job Competitions

Medical Information (Personnel)

Travel/Expense Accounts

Workers' Compensation

Driver Improvement Counselling - Interview Records

Location: Driver Improvement Counselling and regional offices. Legal Authority: Highway Traffic Act R.S.O. 1990, c.H.8, s.56 and s.47; O. Reg. 359/81, s.4. Information Maintained: Name, address, driver's licence number, copy of driving record and driver's interview results. Uses: Review results of demerit point interviews

and make recommendations. Users: Regional Driver and Vehicles staff, driver improvement staff, deputy registrar and registrar. Individuals in Bank: Individuals whose driving record is under review due to demerit point accumulation. Retention and Disposal: Two years, then paper microfilmed and destroyed.

Learner's Permits - Applications

Location: Driver Examination Centres. Legal Authority: Highway Traffic Act, R.S.O. 1990, c.H.8. Information Maintained: Name, address, height, sex, date of birth, and conditions or endorsements. Uses: Maintain records of all class L and R licences; record dates of road tests. Users: Drivers and Vehicles Office staff. Individuals in Bank: Individuals applying for a driver's licence. Retention and Disposal: One year, then destroyed.

Property

Location: Regional Property Office. Legal Authority: Public Transportation and Highway Improvement Act, R.S.O. 1990, c.50, as amended. Information Maintained: Property appraisals for acquisition, disposal and rental, property agreements, negotiation files, budgetary files, negotiation reports, reserve bids, land inventory, policy options, ministerial enquiries, ombudsman requests. Uses: Acquire and appraise property for transportation purposes; manage and dispose of property. Users: Property and legal staff. Individuals in Bank: Owners whose property was appraised from whom property was acquired, tenants. Retention and Disposal: Variable, two to 50 years, then destroyed.

Vision Test Results

Location: Drivers and Vehicles and regional offices. Legal Authority: Highway Traffic Act, R.S.O. 1990, c.H.8, s.32(14); R.R.O. 1990, Reg. 462, s.10. Information Maintained: Name, address, vision test results. Uses: Ensure that individuals applying for driver's licences have adequate vision. Users: Drivers and Vehicles staff. Individuals in Bank: Individuals applying for driver's licences. Retention and Disposal: Passed certificates, not determined; failed certificates destroyed after one year.

Ontario Highway Transport Board

The Ontario Highway Transport Board, an administrative tribunal, recommends to the Minister of Transportation, the issuance of and extension to operating licences for bus for-hire services, approval or rejection of transfers of operating licences and share transfers under the Public Vehicles Act. Under the Truck Transportation Act, 1988 and the Motor Vehicle Transport Act, 1987 the board

determines the need to hold a public interest hearing and, when required, hold a hearing. These three acts requires that for-hire bus and truck operators hold an appropriate operating licence.

General Classes or Types of Records

Contain information concerning the issuance of operator's licences for bus and truck for-hire services, applications, tariffs and certificates, and records of board hearings.

Board Hearings

Operator's Licence Application

Tariffs and Bus-Fare Rate Schedules

Personal Information Banks

None

Ontario Transportation Development Corporation

This agency was established to encourage and contribute to the development and improvement of the public transportation system in Ontario. The corporation is currently inactive.

General Classes or Types of Records

This corporation is currently inactive and does not maintain records.

Personal Information Banks

None

Public Records

Contain information on all licensed drivers and registered vehicles in the province in order to regulate qualifications and performance, and to provide a public information service. Requests for information (excluding private licence-issuing agents) may be made by telephone, in writing or in person with payment of the required fee. For addresses and telephone numbers, refer to the public telephone directory, in the white pages under "Motor Vehicle Licence Office" or the blue pages under "Government of Ontario - Transportation, Driver Examination Centres."

Also contain information on Motor Vehicle Accidents. This information is available to the general public upon application and after payment of a fee.

Carrier Licences

Purpose: Monitor and control carrier licensing. Legal Authority: Truck Transportation Act, R.S.O. 1990, c.T.22; Public Vehicles Act, R.S.O. 1990, c.P.54. Information Maintained: Carrier name, address, vehicle description, description of authority, list of affiliated corporations, insurance certificates, tariff of tolls, vehicle timetable, operator record and Ontario Highway Transport Board decisions. Retrievability: Name, licence number. Retention and Disposal: Various, up to five years, then destroyed. Access Procedures: Manager, Carrier Licensing Office, 1201 Wilson Avenue, Downsview, Ontario, M3M 1J8, telephone: (416) 235-4482.

motorcycle, moped, off-road vehicles, commercial and own-choice permits. Retrievability: Name or permit number. Retention and Disposal: Various, up to 10 years on microfilm, then destroyed. Access Procedures: See paragraph under Public Records.

Drivers' Licences

Purpose: Monitor and control driver licensing. Legal Authority: Highway Traffic Act, R.S.O. 1990, c.H.8. Information Maintained: Name, address, date of birth, sex, driver's licence number, conditions or endorsements, driving record, collisions, convictions, amendments and replacements, driving instructor applications, driving test results, cancelled/surrendered driver's licences, order to suspend a licence; and reinstatement documents. Retrievability: Name or driver's licence number. Retention and Disposal: Various, up to 10 years on microfilm, then destroyed. Access Procedures: See paragraph under Public Record.

Motor Vehicle Accident Reports

Purpose: To record motor vehicle accidents. Legal Authority: Highway Traffic Act, R.S.O. 1990, c.H.8, s.199, s.202, s.205. Information Maintained: Name, address, driver's licence, number of drivers involved in an accident, licence plate number and vehicle description, date, time and location, description of the accident. Retrievability: Driver's licence number, licence plate number, date and location. Retention and Disposal: Ten years on microfilm, then destroyed. Access Procedures: See paragraph under Public Records.

Vehicle Registrations

Purpose: Monitor and control vehicle registration and licensing. Legal Authority: Highway Traffic Act, R.S.O. 1990, c.H.8. Information Maintained: Name, address, registration number, plate number and vehicle description, original registration, safety certification, transfer, renewal, replacement and Own Choice Plate documents, insurance documentation, vehicle and plate status and history, dealer plate issue documents, temporary registrations, diplomatic, snow vehicle,

MINISTRY OF TREASURY AND ECONOMICS

Head

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Access

Freedom of Information and Privacy Coordinator
Ministry of Treasury and Economics
4th Floor, 1075 Bay Street
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Telephone: (416) 325-8250



A public reading room for the review of manuals and other information is open during regular office hours on the main floor of the Frost Building North at 95 Grosvenor Street, Toronto.

Mandate

The ministry recommends fiscal, financial economic and regional development policies for the Ontario government. The ministry deals with taxation and fiscal policy, including the development of the provincial budget, economic policy and analysis, regional economic development, provincial borrowing and accounting, and statistical information.

Organization

The ministry is comprised of six divisions: Office of the Deputy Minister, Administration, Taxation and Intergovernmental Finance Policy, Office of Economic Policy, the Office of the Treasury and the Treasury Board Division. Together, they have 21 branches.

Divisions

Office of the Deputy Minister

The Office of the Deputy Minister is comprised of the Ministry Office, Office of Legal Services and the Budget Secretariat. The Ministry Office coordinates policy briefings for the Treasurer in preparation for Cabinet and committee meetings; federal-provincial conferences; and meetings with groups, associations and municipalities. Legal Services prepares legislation and Orders in Council and provides legal interpretation on matters affecting

ministry operations. The Budget Secretariat oversees development and coordination of the Ontario budget and acts as a central coordinating body for projects and activities that cross divisional lines in the ministry.

General Classes or Types of Records

The ministry office records contain information relating to Cabinet and committee meetings, policy advice provided by other divisions of the ministry, submissions from groups, associations and municipalities, and overall ministry management. Legal Services' records contain information relating to general administration and operation, legal opinions and advice. The Budget Secretariat's records contain information relating to the general coordination of the budget process.

Associations and Municipalities
Budget Administration Records
Cabinet Documents
Committees
Legal Contracts and Agendas

Personal Information Banks

None

Administration Division

Responsible for providing common administrative services (e.g., financial, program analysis and planning, purchasing, accommodation, records management, human resources management, communications, library, and internal audit) in support of ministry programs. The Administration Division consists of the following branches or operating units: Communications/Library Services, Finance and Management Services, Human Resources, Internal Audit, and Supply and Office Services.

The Office of the Executive Director acts as coordinator for Freedom of Information and Protection of Privacy legislation and has custody of the records of the inactive Inflation Restraint Board, the Ontario Economic Council and the Board of Industrial Leadership and Development.

The division also provides selected administrative services to the Fair Tax Commission, the Office of the Premier, the Cabinet Office, Management Board Secretariat, the Premier's Councils, the Office of Francophone Affairs, and the ministries of Energy, Intergovernmental Affairs and Skills Development. Records of these organizations can be accessed through their respective information and privacy coordinators.

General Classes or Types of Records

Contain information relating to general administration and operations as described in Chapter II of this directory.

Administrative Support
Communications
Financial and Human Resources Management
Planning and Management

Personal Information Banks

The following common personal information banks as described in Chapter II of this directory are maintained.

Career Planning/Training
Central Attendance Recording System (CARS)
Employment Application Inventory
Employment Equity Program
General Employment History and Payroll Information
Grievances and Applications
Identity/Employee Card
Payroll, Personnel and Employee Benefits System (CORPAY)
Job Competitions
Medical Information (Personnel)
Parking Records
Performance Management
Travel/Expense Accounts

Taxation and Intergovernmental Finance Policy

This program assists the Treasurer in formulating taxation policy and the Ontario budget, including revenue options and federal-provincial finance policies. It also includes pension and income security policy development. The Taxation and Intergovernmental Finance Policy Division consists of two branches: Intergovernmental Finance Policy and Taxation Policy.

General Classes or Types of Records

Contain information relating to economic and fiscal matters, and information received from line ministries and groups outside government.

Federal-Provincial Tax Programs
Pension and Income Support Policy
Tax Policy Development (re: corporate sales, personal and commodity taxes)

Personal Information Banks

Used exclusively for policy research and statistical analysis.

Personal Income Tax Records

Location: Taxation and Intergovernmental Finance Policy. Legal Authority: Income Tax Act, R.S.O. 1990 c.I.2, s.49. Information Maintained: Name, address, Social Insurance Number, selected income tax information from all Ontario tax filers as provided by

Revenue Canada. Uses: Policy research and statistical analysis only. Users: Senior policy advisors in the Office of the Budget and Ministry of Revenue. Individuals in Bank: Individuals filing an income tax return in Ontario. Retention and Disposal: Ten years, then destroyed.

Office of Economic Policy

This office initiates and coordinates the province's economic policies. It advises and assists the Treasurer and government by pursuing research into macroeconomic policies, international and intergovernmental economic issues, sectoral, macroeconomic policies including regional, community and infrastructure issues, socio-economic demographic and labour market issues, and the design and coordination of development policies aimed at enhancing the economic performance of the province. The Office also liaises with Statistics Canada on behalf of all ministries. The Office of Economic Policy consists of three branches: Macroeconomic Analysis and Policy Branch, Sectoral and Community Economic Policy Branch and Social Economics and Strategic Issues Branch.

General Classes or Types of Records

Contain information relating to labour markets and compensation, overall economic conditions, the sectoral and regional issues, demographics and statistics.

Cabinet Agendas, Submissions, Committee Reports
Community Economic Transformation Agreements
Employment, Income and Equity Issues
Energy and Transportation
Federal-Provincial Agreements
Ontario Economic Accounts
Ontario Statistics
Population Projections
Primary Sector, Manufacturing and Services
Short- and Medium-Term Economic Forecasts
Structural Policy and Trade

Personal Information Banks

None

Office of the Treasury

The Office of the Treasury advises the Treasurer on the management and direction of the finances of the province and bears responsibility for the transaction of all debt and investment activities. It develops policy relating to finance, debt management and the utilization of cash resources; directs and develops the systems of financial information and accounting policies for the province;

Ministry of Treasury & Economics (TREASURY)

maintains communication with investors, and credit rating agencies; and reports to the Legislature and the public on the province's financial position. The Office of the Treasury consists of four branches and a secretariat: Capital Markets, Finance Operations, Financial Information and Accounting Policy, Capital Markets Research and Relations, and the Borrowing Strategy Secretariat.

General Classes or Types of Records

Contain information relating to the government's accounts, banking practices, investments and securities.

Accounting Policy
Administration of Ontario's Debt Issues
Banking Policy
Debt and Liquid Reserve Management
Finance Policy for the Ontario Government and its Agencies
Financial Information Systems
Financial Reporting

Manuals

Issued to financial and administration officers in all Ontario government ministries, describing financial administration responsibilities.

Manual of the Office of the Treasury

Personal Information Banks

Primarily used to record liability of the province to its debenture holders and for the payment of interest.

Fully Registered Debenture Holders

Location: Finance Operations Branch and/or the province's fiscal agents. Legal Authority: Financial Administration Act, R.S.O. 1990, c.F.12, s.31. Information Maintained: Name and address, holdings, interest and disbursement instructions. Uses: Record province's liability to debenture holders/payment of interest. Users: Administrative staff of the division and/or the fiscal agent. Individuals in Bank: Individuals and others holding Province of Ontario debentures. Retention and Disposal: Retained until superseded, then destroyed.

Treasury Board Division

The Treasury Board Division, working with line ministries and other government agencies, provides strategic leadership to the Treasury Board of Cabinet in the allocation and management of the financial resources of the province, in support of the government's fiscal priorities and effective public service.

General Classes or Types of Records

Annual Estimates Submissions
Board Applications, Submissions and Reports
Board Orders
Fiscal Framework
Local Government Fiscal Forecasts and Performance
Minutes of Board Meetings
Provincial-Local Finance Policy
Revenue Forecasting and Stabilization Policy

Personal Information Banks

None

Fair Tax Commission

The Fair Tax Commission, established March 4, 1991, is charged with the responsibility of providing the Treasurer with advice on specific tax issues as identified by the Treasurer. The commission produces reports for the Treasurer on the elements of a fair tax system for Ontario.

General Classes or Types of Records

Contain information relating to submissions, research and statistical analysis on various tax issues.

Personal Information Banks

None

Affiliated Agencies

Ontario Municipal Improvement Corporation

This corporation may purchase debentures from smaller municipalities or school boards on a last-resort basis. It administers its own portfolio of loans, as well as loans transferred from the former Education/Universities Capital Aid Corporations.

General Classes or Types of Records

Contains information relating to its administration and financial activities.

Candidates for Loans

Personal Information Banks

None

MINISTER RESPONSIBLE FOR WOMEN'S ISSUES

Head

Minister Responsible for Women's Issues
12th Floor, 2 Carlton Street
Toronto, Ontario
M5B 2M9
Telephone: (416) 314-0270

Access

Freedom of Information and Privacy Coordinator
Ontario Women's Directorate
12th Floor, 2 Carlton Street
Toronto, Ontario
M5B 2M9
Telephone: (416) 314-3996

A public reading room for the review of manuals and other information is open during regular office hours on the 12th floor, 2 Carlton Street, Toronto.

Access for the Ontario Advisory Council on Women's Issues

Freedom of Information and Privacy Coordinator
Ontario Advisory Council on Women's Issues
5th Floor, 880 Bay Street
Toronto, Ontario
M7A 1N3
Telephone: (416) 326-1842



A public reading room for the review of manuals and other information is open during limited hours on the fifth floor at 880 Bay Street, Toronto, by appointment only.

Mandate

The Minister Responsible for Women's Issues advises the government on matters pertaining to women.

Organization

The Minister carries out the mandate through two organizations: the Ontario Women's Directorate and the Ontario Advisory Council on Women's Issues.

ONTARIO WOMEN'S DIRECTORATE

Mandate

The directorate identifies and analyzes women's issues and priorities, and advises the government on policies for the enhancement of equal opportunity and the elimination of discrimination relating to women in Ontario. It works within the government to develop and implement programs that will benefit women and educate the public and private sectors on women's issues.

Organization

The directorate's head office is in Toronto with a field office in Thunder Bay. The directorate is organized as one division with five branches or sections.

Divisions

Office of the Assistant Deputy Minister

Provides overall strategic direction for the directorate, coordinates the activities of the branches, and liaises with the Minister's office.

General Classes or Types of Records

Contain general administration records as described in Chapter II of this directory and information about committees on which the directorates sits, relations with other governments and ministries, the Legislature, and current and future directions of the directorate.

Federal-Provincial Meetings
Interministerial Committees

Personal Information Banks

The following common personal information bank as described in Chapter II of this directory is maintained.

Freedom of Information and Protection of Privacy
Requests

Consultative Services Branch

The Consultative Services Branch works in partnership with educators, public and private sector employers, unions and community organizations to help them plan and develop effective programs to eliminate bias and sex-role stereotyping in education, training and the workplace.

Consultative Services Branch develops and delivers workshops and seminars, technical guides, audio-visual and print information on the subjects of Education and Training Equity, Workplace Equity, Occupational Integration, Gender and Racial Bias-Free Systems, Balancing Work and Family Responsibilities, Sexual and Workplace Harassment. It provides assistance and funding for demonstration projects, and develops and organizes forums for information exchange and networking among the many groups involved in equity for women.

The branch also administers the directorate's Community Grants Program, which funds community-based projects that help women achieve economic, legal and social equality. On behalf of the directorate, this branch supervises the OWD's Thunder Bay office which links the directorate to northern women. The northern office liaises with northern women's organizations, ministries, educators and community organizations on all OWD priority issues. It maintains a public resource centre on women's issues and distributes OWD publications in the North.

General Classes or Types of Records

Contain internal research materials; public information, training and resource materials on:

Balancing Work and Family Responsibilities
Community Grants
Education Equity
Gender and Racial Bias-Free Systems
Occupational Integration
Sexual and Workplace Harassment
Training and Retraining for Women
Workplace Equity

Manuals

Issued to employment equity practitioners as requested and to people attending employment equity workshops.

Achieving Employment Equity - A Manual for Practitioners

Personal Information Banks

None

Corporate Services Branch

Responsible for the development and coordination of financial, administrative, human resources, technology and support services.

General Classes or Types of Records

Contain information related to general administrative and operational support as described in Chapter II of this directory.

Manuals

Issued to directorate staff.

Ontario Government Policy and Procedures Manual

Personal Information Banks

Primarily personnel-related and used for general administrative purposes. The following common personal information banks as described in Chapter II of this directory are maintained either by the directorate or the Ministry of Government Services, which provides personnel and administrative support to the directorate.

Career Planning/Training
Central Attendance Recording System (CARS)
Employment Application Inventory
Employment Equity Program
General Employment History and Payroll Information
Grievances and Applications
Identity/Employee Card
Integrated Payroll, Personnel and Employee Benefits System (IPPEBS)
Job Competitions
Performance Management
Travel/Expense Accounts
Workers' Compensation
Workplace Discrimination and Harassment Prevention Program

Policy and Research Branch

Advises the Minister and Cabinet on economic, social and justice issues as they relate to women; conducts research; consults with key ministries in the Ontario public service on policy development relating to women's issues; reviews Cabinet submissions for their impact on women; and provides policy advice and briefings. Major policy initiatives include pay equity, family violence, sexual assault and employment equity.

In addition, the Policy and Research Branch is responsible for ensuring that the needs of the Franco-Ontarian community are met through the provision of French language services throughout the Ontario Women's Directorate.

General Classes or Types of Records

Contain information on Cabinet and Management Board submissions, internal policy documents, research materials, and public opinion polls.

Aboriginal Issues
Economic Issues
French Language Services
Immigrant and Racial Minority Women's Issues
Justice Issues
Sexual Assault Prevention
Social Issues
Wife Assault Prevention

Personal Information Banks

None

Public Education Programs and Services Branch

Coordinates information concerning women and the directorate's activities, including media relations, advertising, speeches, exhibits, special projects, information services, the development of publications and videos, and the distribution of educational material.

General Classes or Types of Records

Contain information on public requests for material, media surveys, communications activities and plans, advertising campaigns and public education programs for the directorate.

Advertising Campaigns
Women's Groups and Organizations

Personal Information Banks

None

ONTARIO ADVISORY COUNCIL ON WOMEN'S ISSUES

Mandate

To advise the Government of Ontario, through the Minister Responsible for Women's Issues, on matters pertaining to the achievement of economic, social and legal equality for women and, without limiting the generality of the foregoing, to respond to requests from the Minister Responsible for Women's Issues to hold one meeting annually in each of the six regions. The purpose of these meetings is to gather the views of women on

issues of concern in that region and the province in general, and exchange information among women about government activities; and to hold one full Advisory Council meeting annually in Toronto at which time the Advisory Council will have an opportunity to meet with the Premier and other Cabinet members.

Organization

The Ontario Advisory Council on Women's Issues has 15 members and a chair appointed by Order in Council. Its office is in Toronto.

General Classes or Types of Records

Contain information and correspondence on the activities and administration of the council.

Issue Files
Regional Consultations
Women's Groups

Personal Information Banks

The following common personal information banks as described in Chapter II of this directory are maintained either by the council or the Ministry of Government Services, which provides personnel and administrative support to the council.

Central Attendance Reporting System (CARS)
General Employment History and Payroll Information
Integrated Payroll, Personnel and Employee Benefits System (IPPEBS)
Job Competitions
Travel/Expense Accounts

WORKERS' COMPENSATION BOARD

Head

Chair
Workers' Compensation Board
2 Bloor Street East
Toronto, Ontario
M4W 3C3
Telephone: (416) 927-4000

Access

Freedom of Information and Privacy Coordinator
Workers' Compensation Board
21st Floor, 2 Bloor Street East
Toronto, Ontario
M4W 3C3
Telephone: (416) 927-6845
TDD: 1-800-387-0050

A public reading room for the review of manuals and other information is open during regular office hours on the 22nd floor at 2 Bloor Street East, Toronto.

Mandate

The board is responsible for administering the Workers' Compensation Act. It raises funds from employers to provide compensation to workers injured on the job. Compensation includes payment for medical expenses and loss of wages, vocational and medical rehabilitation, permanent disability pensions, and death benefits to surviving dependants. The board also sponsors accident prevention activities and funds safety associations.

Organization

The Board of Directors controls and directs the business and affairs of the board. The board is organized into a corporate executive office, six divisions (Client Services, Finance and Administration, Information Services, Investments, Human Resources and Client Appeals, and Strategic Policy and Analysis), eight integrated service units in six regional offices, (Hamilton (2), London, Ottawa (2), Sudbury, Thunder Bay and Windsor) and six area offices (Kingston, Timmins, St. Catharines, Sault Ste. Marie, Kitchener and North Bay).

Divisions

Corporate Executive

The Corporate Executive includes the Chair, Vice-Chair of Administration and the Office of the Secretary. The Secretary reports directly to the Chair and is responsible for providing corporate records, information and secretarial liaison services to support the Board of Directors and Executive Committee in their corporate endeavours. Clinical and Rehabilitation Services and the Downsview Rehabilitation Centre report directly to the Vice-Chair of Administration.

General Classes or Types of Records

Contain corporate and historical records and documents of the organization.

Actuarial Reports

Administrative Matters (schedule of medical benefits, etc.)

Annual Reports

Assessment Rates

Auditors' Reports

Board Policies and Procedures

Board of Director's Meeting Minutes

Executive Committee Action Points

Fees Schedule

Financial Services - Mortgage Servicing Agreements

Historical Legislation - Amendments to the Act and Regulations

Industrial Disease Standards Panel Decisions

Legal Opinions

Leases and Agreements

Management Committee Action Points

Orders in Council

Reciprocal and Interjurisdictional Agreements

Royal Commission and Task Force Investigation Report

Rulings of the Board

Statistical Reports

Superannuation Plan Minutes and Minutes re Investments of Superannuation Fund

Workers' Compensation Appeals Tribunal Decisions

Personal Information Banks

None

Client Services Division

Sixteen Integrated Service Units, the Complex Case Unit - Diseases and the Complex Case Unit - Injuries provide benefits and assistance to injured workers and their dependants via claims; medical, vocational rehabilitation; and health care services. French language services are available.

General Classes or Types of Records

Contain information on the development of policy for the adjudication of claims, health care benefits, vocational rehabilitation programs and activities, agency payments, and reports and statistics produced for internal purposes.

Agency Index
 Claims Project and Research
 Claims Statistical and Management Report
 Medical Overpayment
 Medical Pension
 Vocational Rehabilitation Agency Payment

Manuals

Issued to Client Services staff to provide details on administrative and operational policies and procedures. Manuals from other areas of the board are available as required.

Area Office Guidelines
 Data Control
 Investigation Guidelines
 Operational Policy Manual
 Regional Central Registry
 Regional Office Services
 Registration and Control Operating Procedures
 Revenue Department Classifications
 Revenue Department Operations
 Vocational Rehabilitation s
 WCB Bilingual Lexicon
 Workers' Compensation Appeal Tribunal Records

Personal Information Banks

Contain information on workers or their dependants with claims for benefits arising from industrial accidents and diseases or death.

Compensation Benefits - Claims Files

Location: Integrated Service Units and regional offices.
Legal Authority: Workers' Compensation Act, R.S.O. 1990, c.W.11. Information Maintained: Name, address, telephone number, Social Insurance Number, language preferred (English or French), claim number, age, employment and earnings information, injury, disease; medical, vocational rehabilitation information; assessments for eligibility; socio-economic information; aptitude and interest tests; agency rehabilitation referrals and reports; vocational rehabilitation plan; benefits data; employer's name, address; employer submissions; summaries of interviews with employers and prospective employers; investigation results and correspondence

related to inquiries from injured workers and their representatives, and employers and their representatives. Uses: Determine entitlement to workers' compensation benefits; answer enquiries concerning entitlement; process objections to decisions on entitlement; provide management data concerning program delivery; provide statistical data on workers' compensation; provide accident and cost information to determine employer assessment rates; provide internal audit with information to verify receipt of benefits; promote accident prevention and health and safety. Users: Board adjudication and support staff, medical and vocational rehabilitation staff, external medical and vocational rehabilitation agencies, investigators, Fraud Investigations Unit, Decision Review Services, Hearings Branch, Reinstatement Hearings Branch, Quality Management, Internal Audit staff, Actuarial, Workers' Compensation Appeals Tribunal, injured workers and their representatives, employers and their representatives, researchers, Ministry of Labour, Workplace Health and Safety Agency, Safety Association, Ontario Workers' Compensation Institute, Employment and Immigration, Revenue; pursuant to an agreement with the Ministry of Health and others in accordance with the Freedom of Information and Protection of Privacy Act. Individuals in Bank: Injured workers or their dependants claiming benefits. Retention and Disposal: One hundred years.

Complaints Respecting Violations of the Workers' Compensation Act

Location: Fraud Investigation Unit, Legal Branch. Legal Authority: Workers' Compensation Act, R.S.O. 1990, c.W. 11. Information Maintained: Name, address, telephone number, complaint documentation. Uses: Determine whether or not to investigate the claim. Users: Fraud Investigation Unit and program staff. Individuals in Bank: Complainants, witnesses and injured workers. Retention and Disposal: Not determined

DRC Medical Records

Location: Downsview Rehabilitation Centre. Legal Authority: Workers' Compensation Act, R.S.O. 1990, c.W.11. Information Maintained: Name, address, marital status, employer, age, medical history, socio-economic history, claims information, treatments and investigations received at the centre. Uses: Plan treatment for injured workers referred to the centre; record all treatments, investigations, and medical decisions concerning the injured worker while at the centre. Users: Centre's

medical and paramedical staff. Individuals in Bank: Injured workers admitted to the centre. Retention and Disposal: One hundred years.

Health Care - Treating Agencies

Location: Integrated Service Units and regional offices.

Legal Authority: Workers' Compensation Act, R.S.O. 1990, c.W.11.

Information Maintained: Name, address, telephone number, type of practice. Uses: Determine eligibility for health care benefits.

Users: Health Care Benefits adjudication staff, Specialized Vocational Rehabilitation Services, Specialized Medical Services and Occupational Disease Department staff. Individuals in Bank: Physicians, chiropractors, dentists or drugless practitioners providing health care services to injured workers. Retention and Disposal: After agency contact terminated, six years then destroyed.

Finance and Administration

This division undertakes the financial management of the board including employer assessment as well as providing ongoing administrative support to the board. It is comprised of the following units: Actuarial Services, Financial Planning, Accounting, Treasury, Internal Audit, Administrative Services, Auxiliary Services, Records Management, Revenue and Investment Administration.

General Classes or Types of Records

Contain information on financial planning, payroll, property administration, investment and money management, employer classification and assessment and records management.

Accident Costs

Accident Cost Statements - Schedule I Employers

Accident Frequency Rates by Occupation

Accident Statistics by Rate Groups

Accounts Receivable - Schedule II Employers

Actuarial Reports

Assessment Rates

Assessments - Schedule I Employers

Audit Assignment Files

Audit Reports

Employer Experience Rating

Employer Firms

Employer Firm Profiles

Employer Reclassification

Financial Reports

Liability - Schedule I Employers

Manuals

Accident Cost Transfers

Classification

Employer Assessment

Employer Assessment Rates

Employment Assessment Policies

Experience Rating Plan

Industry Firm Classification

Internal Audit - Policy and Procedures

Purchasing - Policies and Procedures

Revenue Branch Classifications

Revenue Branch Operations

Personal Information Banks

The following common personal information bank as described in Chapter II of this directory is maintained.

Travel/Expense Accounts

Also contain financial information on employers and benefit information on employees.

Accountable Warrants Agreement Forms

Location: Finance and Administration. Legal Authority: Workers' Compensation Act, R.S.O. 1990, c.W.11.

Information Maintained: Name, Social Insurance Number, responsibility centre, amount, date paid. Uses: Confirm that employee received monies. Users: Board accounting branch, internal auditors. Individuals in Bank: Board employees. Retention and Disposal: Until warrant no longer required, then transferred to archives.

Assessment System, Accounts Receivable System, Experience Rating System, Firms Information System, Workwell Management System

Location: Revenue Department, Health and Safety Initiatives Branch and regional offices. Legal Authority: Workers' Compensation Act, R.S.O. 1990, c.W.11. Information Maintained: Name, telephone number, mailing and payroll addresses, firm number, payroll and assessment totals, industry description, invoice issues, assessment history, penalties issued, collection action, payments, overdue accounts, personal coverage history. Uses: Statistical analysis; issue assessments; adjust experience ratings; lay charges and levy appropriate penalties (s.103(8), 103(4), and 103(6)); reference and information; monitor accident record; determine employer assessments; conduct audits. Users: Revenue, Health and Safety Initiatives Branch, Actuarial, Collections, Fraud Investigations Unit, Internal Audit, Decision Review Hearings, Workers' Compensation Appeals Tribunal, Ministry of Labour, Workplace Health

and Safety Agency, Safety Association and the Ontario Workers' Compensation Institute. Individuals in Bank: Past and present employers reporting to the board, employers as defined by the Workers' Compensation Act, self-employed workers requesting coverage. Retention and Disposal: Six years, then destroyed.

Canada Savings Bonds - Employee Purchase Files

Location: Finance and Administration. Legal Authority: Workers' Compensation Act, R.S.O. 1990, c.W.11. Information Maintained: Name, address, telephone number, Social Insurance Number, responsibility code, amount of deduction, bond serial numbers, bond purchase forms, cancellations and issues, general bond information. Uses: Ensure correct delivery of bonds; verify employee Canada Savings Bond deductions and payment amounts. Users: Board employees. Individuals in Bank: WCB employees applying for Canada Savings Bond internal purchase. Retention and Disposal: One year after expiry of issue, then destroyed.

Employer Information

Location: Revenue Branch, Experience Rating and regional offices. Legal Authority: Workers' Compensation Act, R.S.O. 1990, c.W.11. Information Maintained: Employer's name and address, industry type, firm and rate numbers, employee information, payroll information. Uses: Determine employer assessments; conduct audits. Users: Revenue and Internal Audit staff. Individuals in Bank: Employers as defined by the Workers' Compensation Act, self-employed workers requesting coverage. Retention and Disposal: Not determined.

Firm File Microfiche

Location: Records Management Branch. Legal Authority: Workers' Compensation Act, R.S.O. 1990, c.W.11. Information Maintained: Employer's name and address, firm/account number, payroll statements, personal coverage requests, changes, cancellations, industry descriptions, audit reports, memos, correspondence between employer and WCB, fact sheets, decision review and Workers' Compensation Appeals Tribunal rulings. Uses: Record all correspondence between and communications about board and employers; provide information for board decisions. Users: Review Services staff, Revenue, Workers' Compensation Appeals Tribunal. Individuals in Bank: Employers, owners, executive officers, independent operators. Retention and Disposal: Not determined.

Salary Advance

Location: Finance and Administration. Legal Authority: Workers' Compensation Act, R.S.O. 1990, c.W.11. Information Maintained: Name, Social Insurance Number, cheque number, amount of tuition assistance. Uses: Record salary advances to board employees. Users: Division secretary, internal and external auditors. Individuals in Bank: Board employees. Retention and Disposal: Two years.

Security File

Location: Safety and Security Section. Legal Authority: Trespass to Property Act, R.S.O. 1990, c.W.11. Information Maintained: Name, address, claim number(s), statements of security staff and adjudicators outlining disruptive behaviour of injured workers. Uses: Assess the seriousness of the disruptive behaviour; decide whether or not to issue warning or restricted access letters to disruptive claimants. Users: Security staff and claims adjudicators interviewing the claimants on the warning or restricted access list. Individuals in Bank: Injured workers who are disruptive or who have made threats against board staff or who have threatened or used violence toward an employee of the Board. Retention and Disposal: Not determined.

Superannuation Buyback

Location: Finance and Administration. Legal Authority: Workers' Compensation Act, R.S.O. 1990, c.W.11. Information Maintained: Name, Social Insurance Number, superannuation details. Uses: Record receivables for employee buying back past service. Users: Payroll and Benefits Policy Section staff, internal and external auditors. Individuals in Bank: Board employees. Retention and Disposal: Not determined.

Superannuation Plan

Location: Finance and Administration. Legal Authority: Workers' Compensation Act, R.S.O. 1990, c.W.11, s.68. Information Maintained: Name, Social Insurance Number, address, sex, date of birth, employment history, pay level, superannuation contributions. Uses: Calculate and pay or refund pension contributions. Users: Human Resources Branch, financial staff, actuaries, auditors. Individuals in Bank: Current and former board employees with vested pensions. Retention and Disposal: Not determined.

Information Services Division

This division provides computer, communication and consulting services in support of the board's goals, in

active partnership with its clients and staff. The division is composed of the following branches: End User Computing; Applications, Benefits and Health Care; Applications, Revenue and Administration; and Technology.

General Classes or Types of Records

Contain information on security for computerized data banks.

Personal Information Banks

None

Investments Division

This division provides investment management and services for all investments controlled by the board. The mandate of this division is to maximize the investment return by using diversification within prudent investment guidelines.

General Classes or Types of Records

Contain information on economic trends, investment and money management, stock and bond markets, investment portfolios and all board investments.

Personal Information Banks

None

Human Resources and Client Appeals Division

Provides ongoing support to the client service and policy-making groups. The division is composed of the following units: Employment Equity; Human Resources; Training and Development; French Services; Decision Review Services; Hearings; Reinstatement Hearings; Quality Management and Corporate Data.

General Classes or Types of Records

Contain information on policies and procedures concerning the division's operating areas. Each operating area maintains information on economic trends, long-term financial planning, information circulars, employment legislation and trends, and payroll.

Corporate Annual Reports

Decision Records

Employment Trends

Hearings Records and Procedures

Reinstatement Records and Procedures

Research Files

Manuals

Issued to staff to provide details on administrative and operational policies and procedures. Manuals from other areas of the board are available as required.

Administration and Production - Policy and Procedures

Human Resources - Policy and Procedures

Organization Manual (WCB) Ontario

Research and Development - Policy and Procedures

Superannuation - Policy and Procedures, Benefits

Section, 1985 Treasury Branch Operations

Superannuation Plan Minutes and Minutes re Investments

Personal Information Banks

The following common personal information banks as described in Chapter II of this directory are maintained.

Employment Equity Program

Library Users List

Ombudsman/Human Rights Commission

Also contain information on human rights issues, employee benefits and personnel records of board employees.

Attendance and Vacation System

Location: Human Resources Branch. Legal Authority: Workers' Compensation Act, R.S.O. 1990, c.W.11.

s.72. Information Maintained: Name, Social Insurance Number, work attendance, job classification. Uses:

Record absences; provide statistical reports on attendance. Users: Human Resources, Finance and Administration, and Internal Audit staff, board management. Individuals in Bank: Board employees. Retention and Disposal: Not determined.

Employee Counselling Files - Long-Term Disability

Location: Human Resources Branch. Legal Authority: Workers' Compensation Act, R.S.O. 1990, c.W.11.

Information Maintained: Name, address, telephone number, socio-economic information, age, sex, marital status, family status, education, employment history, medical reports, interview notes, vocational testing results, physical and workshop assessment results. Uses: Help reduce hardship associated with the disability; facilitate a return to the work force. Users: Employee Counselling Section staff. Individuals in Bank: Board employees on long-term disability benefits. Retention and Disposal: Not determined.

Employee Counselling Files - Special Placement

Location: Human Resources Branch. Legal Authority: Workers' Compensation Act, R.S.O. 1990, c.W.11. Information Maintained: Name, address, telephone number, socio-economic information, age, sex, marital status, family status, education, medical, psychiatric, psychological, employment history and/or financial transactions, employee's opinions/views, confidential correspondence, opinions/views about the employee. Uses: Report progress; provide status of issues and/or employee placement activities. Users: Employment Equity Program staff. Individuals in Bank: WCB employees seeking assistance with interpersonal problems and/or employees active on a Special Placement Program. Retention and Disposal: Not determined.

Employee Medical Information

Location: Employee Health Services. Legal Authority: Workers' Compensation Act, R.S.O. 1990, c.W.11. Occupational Health and Safety Act. Information Maintained: Name, Social Insurance Number, address, medical information, health records, accident reports and claims. Uses: Verify health status; authorize leaves of absence. Users: Human Resources staff, line managers, employee counsellor, medical staff, auditors. Individuals in Bank: Board employees. Retention and Disposal: Not determined.

Employment Application Inventory

Location: Human Resources Branch. Legal Authority: Workers' Compensation Act, R.S.O. 1990, c.W.11. Information Maintained: Name, Social Insurance Number, letters of application, application forms, resumes. Uses: Identify potential candidates for job competitions. Users: Human Resources specialists, line managers. Individuals in Bank: Applicants for employment at the board. Retention and Disposal: One year, then destroyed.

First-Aid Program

Location: Employee Health Services. Legal Authority: Workers' Compensation Act, R.S.O. 1990, c.W. 11. Information Maintained: Firm name and number, number of trained staff, expiry date of certificates. Uses: Record number of persons qualified and trained to give first aid in any firm coming under the Workers' Compensation Act. Users: Ontario Health and Safety Education Authority's administration staff. Individuals in Bank: Firms coming under the Workers' Compensation Act, agencies supplying first-aid instruction. Retention and Disposal: Not determined.

French Services Files

Location: French Services. Legal Authority: Workers' Compensation Act, R.S.O. 1990, c.W.11; French Language Services Act; Crown Employees Collective Bargaining Act. Information Maintained: Employee's second-language test results, French language training progress reports; annual additional language premium including name, positions held, amount of premium received and copy of transaction. Uses: Verify bonuses paid; staff bilingual positions; identify French training needs; calculate additional language premium. Users: Office of Francophone Affairs, board staff. Only statistical information released to external parties. Individuals in Bank: Board staff. Retention and Disposal: Not determined.

General Employment History and Compensation Information

Location: Human Resources Branch. Legal Authority: Workers' Compensation Act, R.S.O. 1990, c.W.11. Information Maintained: Name, address, Social Insurance Number, work history, payroll transactions, employee benefits options. Uses: Record employee's work history and payroll/benefit transactions. Users: Human Resources and Finance and Administration staff, managers and auditors. Individuals in Bank: Board employees. Retention and Disposal: Ten years after term, then destroyed.

Grievances

Location: Human Resources Branch. Legal Authority: Workers' Compensation Act, R.S.O. 1990, c.W.11. Crown Employees Collective Bargaining Act. Information Maintained: Name, job classification, grievance forms, notices and replies, grievance award, correspondence about the grievance, supporting documentation. Uses: Document the grievance process. Users: Human Resources staff, line managers. Individuals in Bank: Board employees submitting formal grievances. Retention and Disposal: Not determined.

Human Rights Complaints

Location: Employment Equity Program. Legal Authority: Human Rights Code. Information Maintained: Name, address, telephone number, race, national or ethnic origin, colour, religion, age, sex, marital or family status, education, medical information, employment history, personal opinions/views, correspondence, views/opinions about the individual. Uses: Investigate and resolve perceived contraventions of the Ontario Human Rights Code or Workers' Compensation Board

Workers' Compensation Board (WCB)

policies. Users: Employment Equity Program staff. Individuals in Bank: Employees, applicants seeking to resolve issues of perceived discrimination and/or filing complaints with the Ontario Human Rights Commission. Retention and Disposal: Six years from closure of file.

Job Competitions

Location: Human Resources Branch and line managers' offices. Legal Authority: Workers' Compensation Act, R.S.O. 1990, c.W.11. Information Maintained: Application forms, job advertisement, screening and evaluation information, appointments of successful candidates. Uses: Document the hiring process; provide statistical data. Users: Human Resources and Employment Equity staff, line managers, Human Rights officers, auditors. Individuals in Bank: Applicants for jobs with the board. Retention and Disposal: Up to one year, then destroyed.

Outreach Recruitment

Location: Employment Equity Program. Legal Authority: Human Rights Code. Information Maintained: Name, address, telephone number, education, employment history, resumes. Uses: Promote the board's Outreach Recruitment Program; determine candidates for external vacancies. Users: Program staff. Individuals in Bank: WCB benefits claimants and disabled individuals referred by other agencies. Retention and Disposal: One year, then destroyed.

Performance Management

Location: Human Resources Branch. Legal Authority: Crown Employees Collective Bargaining Act. Information Maintained: Name, Social Insurance Number, job classification, appraisal of work performance. Uses: Manage employees' performance; identify staff training needs. Users: Board, training, and Employment Equity staff; line managers and auditors. Individuals in Bank: Board employees. Retention and Disposal: Not determined.

Personnel and Employee Benefits System

Location: Human Resources Branch. Legal Authority: Workers' Compensation Act, R.S.O. 1990, c.W.11. Information Maintained: Name, address, telephone number, Social Insurance Number, address, telephone number, sex, date of birth, education, work history, pay level. Uses: Provide basic data to issue pay cheques; generate statistical reports (e.g., T-4s, pension contributions). Users: Board management, Human

Resources, financial staff, Internal Audit staff, insurance carriers. Individuals in Bank: Board employees. Retention and Disposal: Not determined.

Reinstatement Files

Location: Reinstatement Hearings Branch. Legal Authority: Workers' Compensation Act, R.S.O. 1990, c.W.11. Information Maintained: Name, address, telephone number, claim number, personnel file, earnings and employment benefits, information regarding applicant worker; employer's name, address, telephone and fax numbers, employment benefits, personnel policies; worksite analysts' reports, collective agreements, Reinstatement Officers' decisions, hearings transcripts. Uses: Make determinations under the act as to whether or not obligations regarding reinstatement and payment of employment benefits have been met. Users: Workers and their representatives, employers and their representatives, Reinstatement Branch staff, Workers' Compensation Board Appeals Tribunal (if appeal filed). Individuals in Bank: Workers and employers. Retention and Disposal: Not determined.

Strategic Policy and Analysis Division

This division undertakes the major research, analysis and evaluation activities of the board in order to develop and communicate legally, medically, economically and actuarially sound strategic and operational policies, programs and strategic plans. It is comprised of the following units: Communications, Medical and Occupational Disease Policy, Benefits Policy, Research and Evaluation, Revenue Policy, Legal and Consultation Branch.

General Classes or Types of Records

Contain reports, data and background materials concerning divisional projects.

Advisory Committee on Occupational Chest Diseases
Advisory Council on Occupational Health and Safety -
Ministry of Labour
Archives of Policy and Procedures Manuals
Asbestos Data Base
Assessment Rates
Auditors' Reports
Canadian Centre for Occupational Health and Safety
Cancer Claims and Index
Cardiovascular Diseases
Compensation Claims Statistics
Consultation Reports
Consulting Actuaries Reports
Employer Assessment Rates

External Policy Consultation Submissions
 Fatalities Data Base
 Financial Reports
 Home and Vehicle Modification
 Industrial Disease Standards Panel
 Industrial Noise Deafness
 Infectious Diseases
 Interest Group Profiles
 Interest Group Representation
 Legal Opinions
 Liabilities
 Literature Reviews on Occupational Disease
 Operational Policy Discussion Papers
 Safety Association Records
 Standard Geographical and Industrial Classification
 Surveillance Claims
 Survey Data (work history, opinions, etc.)
 WCB Discussion Papers

Manuals

Issued to staff to provide details on administrative and operational policies and procedures. Manuals from other areas of the board are available as required.

Employer Classification Manual
 Coding Manual
 Occupational Classifications
 Occupational Disease Information
 Operational Policy Manual
 Records Training Manuals
 Surveillance System Documentation (ODISS)

Personal Information Banks

The following common personal information banks as described in Chapter II of this directory is maintained.

Freedom of Information and Protection of Privacy Act Requests

The complaints respecting violations of the Workers' Compensation Act personal information bank cited under the Client Services Division. Also contain information on legal actions brought by or against the board as a corporation.

Legal Action Files

Location: Litigation Services. Legal Authority: Workers' Compensation Act, R.S.O. 1990, c.W.11. Information Maintained: Plaintiff's/applicant's name, address, counsel, WCB claim file if appropriate, legal opinions, pleadings and factums. Uses: Initiate, defend or respond

to court actions and applications on behalf of and against the board. Users: Division solicitors and counsel retained by the board. Individuals in Bank: Individuals initiating an action or making application against the board. Retention and Disposal: Twenty years, then destroyed.

Subrogated Personal Injury Actions

Location: Legal Services. Legal Authority: Workers' Compensation Act, R.S.O. 1990, c.W.11, s.10(4). Information Maintained: Name, address of injured worker, defendants and representatives, medical information, Social Insurance Number, claim file number, wage information and employment history, public liability insurance particulars, interpretations and legal opinions. Uses: Advance subrogated personal injury action in the courts. Users: Division solicitors, adjusters and counsel retained by the board. Individuals in Bank: Employees of Schedule I employers receiving Workers' Compensation benefits. Retention and Disposal: Ten years, then destroyed.

Transfer of Costs Files

Location: Legal Branch. Legal Authority: Workers' Compensation Act, R.S.O. 1990, c.W.11, s.10(9). Information Maintained: Name, address of injured worker, witnesses and employer, WCB claim number, investigation notes, statements by worker and witnesses. Uses: Determine if accident costs of a claim should be transferred to another employer (s.10(9)). Users: Division staff. Individuals in Bank: Employees of Schedule I employers with compensable claims. Retention and Disposal: When cost transfer complete, information transferred to Compensation Benefits Claims Files bank.

OTHER INSTITUTIONS

OFFICE FOR THE GREATER TORONTO AREA

Head

Minister Responsible for the Greater Toronto Area
15th Floor, 135 St. Clair Avenue West
Toronto, Ontario
M4V 1P5
Telephone: (416) 323-4360

Access

Deputy Minister
Office of the Greater Toronto Area
Suite 1611
20 Bay Street
Toronto, Ontario
M5J 2N8
Telephone: (416) 585-7000

A public reading room for the review of manuals and other information is open during regular office hours on the second floor at 777 Bay Street, Toronto.

Mandate

The OGTA is responsible for coordinating the Government's policies, programs and projects designed to ensure that the Greater Toronto urban area remains environmentally and economically attractive as it manages significant growth.

Organization

The Office for the Greater Toronto Area is organized into four sections: GTA Programs, GTA Urban Structure, Greater Toronto Coordinating Committee and the Interim Waste Authority. These sections report directly to the Deputy Minister Responsible for the GTA.

The GTA Urban Structure section coordinates the development of a long-term strategy for managing growth in the GTA. Through the Greater Toronto Coordinating Committee, it directs the research and process that will assist the municipalities and the province to agree on settlement and employment patterns and the social, physical and environmental infrastructure required to support the patterns. It also coordinates the capital planning and investment options associated with the infrastructure requirements.

Under appointment by the Premier, the Greater Toronto Coordinating Committee of municipal chief administrative officers coordinates information exchange,

research priorities and generates common data for the information of municipalities and provincial ministries.

General Classes or Types of Records

Contain information relating to local government structure, municipal representation, special purpose bodies, municipal powers and authorities, accountability and ethics in local government and community land-use planning and development.

Administrative Information
Agreements Between Consultants and OGTA
Agreements Between Municipalities
Airports
Bulletins and Publications
Consultants' Reports
Capital Planning and Infrastructure Financing
Freedom of Information
Growth Management Strategy in the GTA
Project Research and Development
Rail Transit
Records Relating to the Review and Processing of Cabinet Submissions and Proposed Legislation
Reference Library
Role and Mandate of the GTA
Sewer and Water Information
Solid Waste Interim Steering Committee (SWISC)
Toronto Waterfront Development
Transportation Information
Urban Structure Strategy

Personal Information Banks

The Ministry of Housing provides central human-resource, financial, communications and administrative services and maintains the following common personal information banks as described in Chapter II of this directory. This information is also maintained within the GTA.

Career Planning/Training
Central Attendance Recording System (CARS)
Employment Application Inventory
Employment Equity Program
General Employment History and Payroll Information
Grievances and Applications
Identity/Employee Card
Integrated Payroll, Personnel and Employee Benefits System (IPPEBS)
Job Competitions
Library Users Lists
Medical Information (Personnel)
Ombudsman/Human Rights Commission
Parking Records
Performance Management
Travel/Expense Accounts
Workers' Compensation

Public Records

None

OFFICE OF THE MINING AND LANDS COMMISSIONER

Head

Mining and Lands Commissioner
Box 330
24th Floor
700 Bay Street
Toronto, Ontario
M5G 1Z6
Telephone: (416) 314-2320

Access

Mining and Lands Commissioner
Box 330
24th Floor
700 Bay Street
Toronto, Ontario
M5G 1Z6
Telephone: (416) 314-2320

Interested members of the public may make an appointment to view files or other information at 700 Bay Street, 24th Floor, Toronto, during the hours of 8:00 a.m. to 5:00 p.m. by phoning (416) 314-2320

Mandate

To exercise quasi-judicial, administrative and reporting functions under several acts of the Ministries of Natural Resources and Northern Development and Mines. The Office is independent, while receiving operational support from the Ministry of Natural Resources

General Classess or Types of Records

On the Northern Development and Mines side, pursuant to the Mining Act, the Commissioner hears appeals from mining records' decisions, reference from the mining recorders, directions and references from the Minister and appeals from requirements, orders or declarations of the Directory of Mine Rehabilitation. Although not a comprehensive list, appeals concern such matters as staking out of mining claims, performance of assessment work, abandonment, compensation to surface rights holders, closure plans and rehabilitation of sites.

Appeals under the Conservation Authorities Act concern refusals of conservation authorities to issue permits for construction or placing of fill in a floodplain and for the diversion of watercourses.

Appeals under the Aggregate Resource Act concern refusals by the Ministry to issue or renew, the suspension and the revocation of licences to take sand and gravel.

Appeals under the Conservation Land Act concern the exclusion of lands from a program or a determination that lands cease to be conservation land under the Act.

The Commissioner may also be persona designata under the Lakes and Rivers Improvement Act and the conservation Land Act.

Appeal files are categorized according to the act under which they fall and bear the names of the parties.

The office also has copies of past orders issued. Viewing of the Mining Act decisions may also be accessed through the office of the Southern Ontario Mining Recorder, Room M-17, 2nd Floor, McDonald Block, 900 Bay Street, Toronto, Telephone: (416) 314-3781 and decisions concerning the Conservation Authorities Act may be viewed at the Ministry of Natural Resources library, IC House, 5th Floor, 90 Sheppard Avenue East, North York, Telephone: (416) 314-1208. Appointment required.

Polices, procedures and guidelines of both the Ministry of Natural Resources and Mining Lands Branch are kept at the Office of the Mining and Lands Commissioner. However, to obtain copies, interested persons should inquire at the host ministry or Ontario Government Bookstore.

Manuals

An office procedure manual is in the preliminary stages of drafting.

A number of Information Circulars were issues by the Office of the Mining and Lands Commissioner between June 1991 and March 1992. These are in the process of being revised. The office will entertain inquiries on this issue and will provide all relevant information to requests until such time as new Information Circulars are issued.

Personal Information Banks

All such personnel related information is used for administrative purposes. All employee records and files are kept in the relevant office of the Ministry of Natural Resources. Originals of such information as performance evaluations are kept on file at the Office of the Mining and Lands Commissioner.

The Office of the Mining and Lands Commissioner also retains records concerning the general administration and operational support directly related to the functioning of the office. These types of records are outlined under Common Records.

CRIMINAL CODE REVIEW BOARD

Head

Chair of the Criminal Code Review Board
Suite 2306, 700 Bay Street
Toronto, Ontario
M5G 1Z6
Telephone: (416) 327-8866

Access

Legal Counsel
Suite 2306, 700 Bay Street
Toronto, Ontario
M5G 1Z6
Telephone: (416) 327-8866

Mandate

The board reviews the status of each accused who has been found to be not criminally responsible on account of a mental disorder, or unfit to stand trial for criminal offences

General Classess or Types of Records

Contains general administration records as described in Chapter II of this directory.

Personal Information Banks

Information on psychiatric patients held on a matter of the Ontario Criminal Code Review Board.

Criminal Code Review Board

Location: Criminal Code Review Board. Legal

Authority: Criminal Coder of Canada, R.S.C. 1985, c. C-42, s.619; revised Statute 1991. Information

Maintained: Name, address, medical diagnosis, rationale for warrant. Uses: Conduct reviews. Users: Board members, staff, patients' counsel. Individuals in Bank: Individuals detained in matters of the Ontario Criminal Code Review Board. Retention and Disposal: Not determined.

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